

# Madley Brook and Springfield Schools

## Job Description

**Job Title: Cleaner**

**Hours: 15 per week**

**Mon-Fri: 3.00pm - 6.00pm**

Term time including INSET days plus 3 weeks in summer holidays [summer holiday daytime working hours can be flexible as long they equate to 15 hours a week and in agreement with the Facilities Manager.]

### **Job Purpose:**

To ensure the high standards of cleanliness, hygiene and presentation are maintained throughout the premises

### **Objectives:**

- carry out daily cleaning tasks
- carry out termly cleaning tasks
- carry out annual cleaning tasks
- reporting directly to the Facilities Manager

### **Principal responsibility areas:**

- to work with other colleagues in the Premises Team
- to complete a designated list of cleaning duties as directed by the Facilities Manager
- to monitor the cleanliness of the school buildings and grounds and to take action when our high standards are not being maintained
- to report any health and safety issues that have been noted directly to the Facilities Manager

### **Key Tasks:**

#### **On a daily basis:**

- room clean of classrooms in the event of other cleaner absence
- deep cleaning of an area as required
- cleaning of Hall/dining room with scrubbing machine
- carpet cleaning as required [part and full carpet]
- floor scrubbing with rotary scrubber.

#### **On a weekly basis [or more frequently if required]:**

- emptying of outside waste bins
- emptying of re-cycling bins
- litter picking of grounds
- painting occasionally outside as well as inside.

## **When covering for a cleaner**

### **Daily tasks**

- vacuuming all carpeted areas
- cleaning reception surfaces
- cleaning and disinfecting all adult / pupil toilet areas including floors
- replenishing toilet rolls, paper towels as required
- cleaning sinks, surfaces and floors in shared areas
- cleaning all table tops in classrooms
- emptying bins in all areas and replenishing bin liners
- spot cleaning carpet areas as required

### **On a weekly basis:**

- check classroom chairs and spot clean as necessary
- clean all office desks
- spot clean windows (including vision panels in classroom doors)
- remove cobwebs
- clean telephones

These duties will be carried out by the cleaning team on an agreed rota.

Other duties may be required to maintain the high standards of cleanliness and presentation that are expected.

Annually there will be a range of duties that will be organised by the Facilities Manager.

Some overtime may be available to ensure these duties are adequately carried out.

We have a leave of absence policy in school whereby we do not agree to any term time only staff taking holidays during term time.

September 2018