



## JOB DESCRIPTION

### Cleaner

#### Overall Responsibility

To provide a clean and safe environment for users of the school buildings.

#### Main Duties

Daily and periodic cleaning of designated areas of the school according to schedule of work. Good communication with line manager and other related staff. Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

Daily tasks include - empty bins and renew bags, clean sink, surrounding area and splashback, clean all table/desk tops, mop hard floor area, hoover carpet area/corridor, hoover cloakroom, clean toilet area including sinks, mirrors and tiles, toilet bowls, urinals, mop floor, spot wipe walls/partitions as necessary, re-fill toilet rolls/paper towels.

Weekly tasks include - dust window ledges, wipe down doors & paintwork, clean skirting boards, spot wipe chairs, clean internal glass, clean telephones, clean/dust computers & printers, move wheeled furniture and hoover behind, spot wipe walls.

#### Line Management

This position is line managed by the Site Manager.

#### Hours and Salary

Contracted hours are 15 hours per week, 38 weeks per year (term time) plus 45 hours during school holidays for deep cleaning (dates to be mutually agreed). Salary grade is H2.

Reviewed: January 2024

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time