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**JOB SPECIFICATION : SUPPORT STAFF**

**POST TITLE:** Cleaner

**Salary:** £8.20 per hour ; **49.6 weeks per year, some school holiday work**

**Responsible to:** Site Manager

**Conditions of Service** Holidays to be taken during school holiday times

The caretaking and cleaning team as a whole are responsible for maintaining a high standard of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Headmaster, Headmaster’s PA or Site Manager, cleaning staff will clean other areas as required.

Monitoring of cleaning will be undertaken by the Site Manager, Caretakers and the Headmaster or Headmaster’s PA also will carry out spot checks on any aspect of cleanliness as it is felt appropriate.

**Main Duties**

1. Toilet and Cloakroom Areas

* Clean lavatory basins with appropriate cleaner provided
* Clean inside and outside surround of sinks
* Clean taps
* Refill toilet dispensers in all cubicles
* Refill paper towels in each dispenser where appropriate
* Wipe tiles
* Polish mirrors
* Wipe paintwork
* Empty black sacks/rubbish bins
* Clean and mop floor with appropriate cleaner as instructed

1. Classrooms/Staff Room/Offices/Meeting Rooms and Library Areas

* Vacuum (spot clean where necessary)
* Hard flooring – dust control sweep or vacuum, damp mop
* Furniture/desks – damp dust (all removable furniture must be pulled out and cleaned under)
* Fixture and fittings – dust and damp wipe (including skirting, pipes, window ledges, etc)
* Bins- empty daily and damp wipe monthly
* Clean inside and outside surrounds of sinks
* Remove marks from glass, doors and walls
* Clean telephones

1. Corridors

* Vacuum (spot clean where necessary)
* Hard flooring – dust control sweep or vacuum, damp mop
* Furniture - damp dust ( all removable furniture must be pulled out and cleaned under)
* Fixture and fitting – dust and damp wipe (including skirting, pipes, window ledges)
* Remove marks from glass, doors and walls

1. Stairs

* Vacuum carpet (spot clean where necessary)
* Hard flooring – dust control sweep or vacuum, damp mop
* Damp dust all furniture, pulling out any removable furniture and cleaning under
* Fixtures and fittings – dust and damp wipe
* Remove marks from glass, doors and walls

1. Art Block/Medical Room/Kitchen areas

* Clean and disinfect sinks inside and outside with appropriate cleaner
* Wipe and disinfect all work surfaces, kitchen units and tiles
* Polish mirrors
* Wipe windowsills
* Clean lavatory basin with appropriate cleaner provided
* Clean and mop floor
* Clean telephones

1. Any other duties as required from time to time.

Skills/Ability/Knowledge

* Ability to carry out general cleaning duties as detailed above
* Must be punctual and reliable
* Ability to manage time effectively to complete tasks to a high level
* Ability to prioritise work
* Able to work with minimum supervision
* Ability to work both alone and within a team to achieve specified standards
* Be flexible to changing demands of the post
* Take pride in a job well done
* Willing to undertake any training relevant to the role
* Must be in good physical health

Experience

* Able to communicate clearly, understand and follow instructions
* Experience of undertaking general cleaning duties

Reviewed and amended: CLT Sept 2018