

### Job Description: Cleaner

<b>Daily Tasks:</b>	<ul style="list-style-type: none"> <li>• Clean toilets, sinks and surrounds, taps, mirrors, door handles, flush handles, towel holders, with authorised disinfectant and descale WC pans. Replenish all toilet rolls, soap and paper towels as required.</li> <li>• Sweep and then damp mop all hard floors in classrooms, shared areas, public and staff areas and then toilets.</li> <li>• Empty all waste bins.</li> <li>• Vacuum all carpets/doormats in classrooms and shared areas, public and staff areas.</li> <li>• Place rubbish in main waste and recycling bins.</li> </ul>
<b>Weekly:</b>	<ul style="list-style-type: none"> <li>• Descale sinks</li> <li>• Clear cobwebs and dust all ledges/tops of doors/radiators/television in classrooms and shared areas, public and staff areas.</li> <li>• Clean/dust cloakrooms in corners, tops of coat hooks, ledges, shelves and pipes.</li> <li>• Dust/damp shelves, doors, door handles, skirting boards in classrooms and shared areas, public and staff areas.</li> <li>• Clean/dust all venetian blinds, computers and interactive whiteboards.</li> <li>• Clean sinks in shared areas and damp wipe cupboard doors and surfaces/ledges.</li> <li>• Vacuum outside edges of cloakrooms.</li> </ul>
<b>Deep Clean – Half Term/Holidays (7 times per year):</b>	<p>In addition to normal cleaning covered above:</p> <ul style="list-style-type: none"> <li>• Clean (damp wipe) plug sockets and pipes in all areas.</li> <li>• Clean (damp wipe) light fittings (use of ladder required so must have completed Safe Ladder Training).</li> <li>• All sinks scrubbed around taps and inside, and all cupboard doors scrubbed.</li> <li>• Vacuum all edges of carpeted areas.</li> <li>• Clean/dust walls and black posts etc.</li> <li>• Remove all marks and black spots and shampoo/vax one classroom as directed.</li> <li>• Clean hard floors with hard floor scrubbing machine, when directed.</li> <li>• Movement of furniture to clean and vacuum out of reach areas.</li> </ul>

The headteacher reserves the right to vary the duties depending on school requirements.