



## The Park Lane Primary & Nursery School Cleaner Job Description

**JOB TITLE:** School Cleaner

**RESPONSIBLE TO:** Headteacher / Site Manager

**MAIN ACTIVITIES:**

- To clean designated areas to a high standard.
- To follow cleaning frequency as laid down by the school.
- To ensure correct usage of cleaning materials.
- To use powered equipment as directed by the Site Manager.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups, and in health and safety and the use of cleaning chemicals.
- To have due regard for the Health and Safety issues.
- To be responsible for reporting any problems relating to Health and Safety to the Caretaker/Headteacher.

**EXPECTATIONS:**

- To attend punctually, according to agreed hours.
- To sign in and out.
- To be appropriately dressed.
- To be flexible in covering overall work load.
- To be willing to undertake varied duties according to the needs of the school, as requested by the Site Manager or Headteacher.
- To regularly rotate within cleaning areas as directed by the Site Manager or Headteacher.

This job description may be altered at any time, after discussion with you, to meet changed circumstances. It will in any case be reviewed annually. It does not form part of your contract of employment. It sets out the way you are expected and required to perform the duties set out above. This is not a complete or definite list of duties, but a guide as to what should be done.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

## **Purpose of the post**

To clean any area of the school to a high standard under the direction of the Site Manager/Cleaning Supervisor

Health & Safety and COSHH (Control of Substances Hazardous to Health) Guidelines are followed.

## **Areas to be cleaned**

Classroom  
Corridors  
Toilets – inside and out  
Offices  
Sports and IT Facilities  
Hall  
Staffroom  
Reception Areas  
Kitchens and utility rooms

## **What has to be cleaned**

Floors: hard and carpet  
Skirting and edges  
Radiators and pipes  
Furniture: tables, desks, worktops, bookcases, stools, benches,  
Walls: including fixtures and fittings  
Doors: including glass and frames  
Windows: ledges and sills  
Toilets: pipes, fittings and partitions  
Sinks and tiled areas  
Other surfaces

## **Method of cleaning**

Cloths:           pink or red: dirty areas, toilets etc  
                      yellow: desktops and hard surfaces  
                      blue: windows etc

Vacuum

Sweep

Mop

Dust

Wet Wipe

Remove chewing gum and other matter

Removing graffiti and other irremovable stains and damage

## **Tasks to be completed**

- Daily

Hoover all carpeted areas

Lifeguard in toilets

Mop all toilet/sink floor areas – hot water & floor cleaner

Clean table tops and worktops – lemon spray

Clean sinks and taps  
Spot clean carpets  
Spot clean and damp wipe walls  
Empty rubbish bins  
Clean all sanitary ware – wash, descale and sanitise  
Clean toilet/door handles and door furniture  
Clean glass on inside of doors  
Dusting all computers with Nannette  
Rinse all cloths and mop heads after use and leave to dry

- Weekly

Dust windowsills  
Dust other areas: skirting boards, piano, and other furniture  
Clean pipes and fittings  
Vacuum clean soft chairs

- Periodic

Wipe partitions  
Wipe chairs  
Clean high level surfaces  
Scrub safety flooring  
Wash walls  
Wash doors and frames

- Annually

Remove and clean light diffusers  
Shampoo carpets  
High level cleaning