



COPHILL SCHOOL

JOB DESCRIPTION

Job Title	School Cleaner
Reporting to	Cleaning Supervisor
Working Hours	5.00pm to 8.00pm, Monday to Friday 15 hours per week – Term time weeks. [Holiday cleaning hours – if applicable, would be at different times of the day].

JOB PURPOSE

To provide a high-standard cleaning service, as part of a team, which will include cleaning in all types of rooms, including offices, classrooms, corridors, and toilets.

RESPONSIBILITIES

- Individuals are responsible for cleaning allocated areas of the school on their own. These areas will be changed on a half-termly basis to ensure that everyone experiences different building areas. Any areas that are completed ahead of time then that person is expected to assist others, as directed by the supervisor.
- Staff will provide cover for absent colleagues as required to ensure the overall school is cleaned to a high standard, as managed by the supervisor.
- Use cleaning materials as instructed in compliance with health and safety regulations.
- Operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers as instructed in compliance with health and safety regulations.
- Undertake the cleaning to the standards required in the cleaning schedule and be inspected on a regularly basis as part of the quality audit.
- Turn off lights, close windows, and lock/set alarms, with the rest of the team, when leaving the building, at the end of the shift.

Routine duties will include:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets and changing rooms including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets etc.

- Checking and closing windows, switching off lights after work, with locking of doors in working area.
- All defects/hazards must be immediately reported either directly or via a written book.
- Any problems with accessing/cleaning areas within the set time, because of extra events, must be reported before leaving.
- Polishing of floors is currently completed by an outside contractor

Duties in School Holiday Periods

During periods outside published term time, or on certain special occasions, more deep cleaning duties maybe required, in any area of the school. This may include stripping and sealing floors, high level dusting, wall washing etc.

These additional hours, if not included in the employment contract, would be agreed in advance, and paid as additional hours.

General statement included in all job descriptions

You will comply with all the policies of the organisation and ensure that you are aware of the policies, procedures and practices.

You will carry out the duties listed above in a timely and accurate manner, in accordance with professionals standards.

You may be asked to undertake any other duties commensurate with the nature and level of the post.

The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Bursar will discuss and agree any significant changes that may arise.