

BELPER SCHOOL

Designation of post:	Cleaner
Responsible to:	Site Manager and Caretaker
Responsible for:	To assist with the cleaning of the school so that standards of cleanliness and appearance are maintained to the satisfaction of the Headteacher.

Key tasks and Responsibilities

1. Emptying waste bins or similar receptacles.
2. Sweeping floors with brushes or impregnated mop-sweepers.
3. Mopping with wet or damp-mops (using associated equipment). **NB** Toilets to be mopped daily, other areas as circumstances permit.
4. Vacuuming carpeted areas and to 'spot' clean carpets.
5. To use electrically powered scrubbing/polishing machines to burnish, scrub and polish floors. **NB** After receiving proper instruction from Caretakers.
6. To use electrically powered pick-up Machines.
7. To dust, wipe, wash or polish as necessary – furniture, ledges, windowsills, (external surfaces of) cupboards, radiators, shelves and fitments.
8. To replenish consumable items (soap, toilet rolls, paper-towels).
9. To clean toilets, urinals, hand-basins and sinks.
10. To use such chemical agents as directed by the Site Manager/Duty Caretaker in the discharge of cleaning operations or maintenance procedures.
11. To undertake wall washing or inside windowpane cleaning to a height no greater than body-height plus an arm's extension from floor level.
12. Cleaners employed in domestic Science areas are required to clean cookers and work surface areas.

NB Nothing in the above shall prevent a cleaner (by mutual agreement) from undertaking / being employed in a temporary capacity as a Caretaker/Cleaner in Charge provided that he/she is paid at the appropriate rate, where upon, the full duties relating to that post will have to be carried out. Cleaners will be allocated work-areas by the Site Manager. These areas to be cleaned as directed by the Site Manager/Duty Caretaker.

The location of cleaning areas may need to be changed to meet the needs of the school. Cleaners can be required to work alone or in teams.

Cleaners are not necessarily appointed to a specific location within the establishment.