

Generic Job Description Cleaner (JE No: 2630)

Job title: Cleaner

Ealing GLPC Grade: Scale 1
(Spinal points 7-11)
Post No:

School:

Line manager: The Headteacher / Caretaker

Supervisory responsibility: None

Hours:

Main purposes of the job

- To clean designated areas of the school to the highest possible standards.
 - To be responsible for promoting and safeguarding the welfare of children and young people
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Duties and responsibilities

1. To undertake the cleaning of designated areas of the school and in the designated time.
2. To use cleaning materials as instructed by the appropriate person in charge.
3. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers/buffers.
4. Duties will include the following:
 - Spot cleaning of spillages
 - Wiping, polishing, dusting of designated areas
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Straightening furniture and general tidying up of designated areas
 - Replenishing supplies in toilets
 - Checking and closing windows, switching off lights after work.
 - Report all defects/hazards must be immediately reported to Supervisor
5. During periods when the school is closed, cleaning duties may vary throughout the school e.g. summer cleaning programme.
6. To work as part of a team and ensure all relevant tasks are completed in allotted time.
7. To undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows.
8. To adhere to all the agreed school policies.
9. To actively participate in any appropriate training.

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Signatures – line manager and job holder

Signature of Manager:	Date: /
Signature of post holder:	Date: /
