

St Teresa of Lisieux Catholic Primary School Cleaner

JOB DESCRIPTION

Post: School Cleaner

Supervised by: Responsible to: Site Manager

Grade: 1

Hours of duty: 11.15 hours per week

5 days Monday – Friday 52 week contract holidays by arrangement with the Site Manager. Holidays to be taken outside the normal school term dates (i.e. during school holiday periods).

The site manager and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Headteacher, School Business Manager or Site Manager, cleaning staff will clean other areas as required.

The Headteacher will delegate the monitoring of the cleaning to the Site Manager and it is his responsibility to ensure that high standards of cleanliness are reached and maintained. From time to time the Headteacher or School Business Manager also will carry out spot checks on any aspect of cleanliness she feels is appropriate.

Main Duties – Daily

1. Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor

2. Classrooms/ Group Rooms / Staff Room/ Offices/ Meeting Rooms and Library /ICT Areas:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, mop
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones dust key boards and computers

3. Corridors / Halls:

- Hard flooring – dust control sweep or vacuum
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

4. Stairs:

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or mop
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

- any other appropriate duties as required by the Headteacher

N.B this job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list.