



Central Cleaner – Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

1. You will be employed as a School Cleaner in the Central Cleaning team.
2. Your duties will include, but are not limited to the following:
 - a. Hallways / Corridors
 - (i) Daily Sweep / vacuum / mop floors and stairways.
 - (ii) Daily clean door handles and stair banisters.
 - (iii) Scrub / polish floors using electrically powered scrubbing / polishing machines as directed (after receiving instruction and training).
 - (iv) Weekly wash down walls and skirting boards removing all marks.
 - (v) Weekly clean internal windows that can be reached.
 - b. Classrooms
 - (i) Daily, empty waste bins and then transport waste to designated collection points.
 - (ii) Daily sweep / vacuum / mop floors.
 - (iii) Daily damp wipe / polish areas that can be easily accessed, windowsills and ledges, and external surfaces of furniture, cupboards, radiators and shelves.
 - (iv) Daily wipe down / polish teachers' and students' desks. Clean and remove unwanted items from underneath tables.

- (v) Weekly damp wash table / chair legs.
- (vi) Weekly wash down walls and skirting boards removing all possible marks.
- (vii) Weekly clean internal windows that can be reached

c. Toilets / Shower Rooms

- (i) Daily clean all toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
- (ii) Replenishing and placing orders for stock items such as soap, toilet rolls, paper towels etc.

d. Kitchen areas (Undercroft)

- (i) Daily wipe down all surfaces.
- (ii) Weekly clean inside the fridge.
- (iii) Weekly clean the baskets housing the cups.
- (iv) Monthly de-scale kettle if required.
- (v) Monthly remove items from inside cupboards and clean shelves.

3. When carrying out any domestic cleaning duties, Health & Safety regulations must be observed at all times, along with the following:

- a. Anything likely to cause harm is to be reported to the supervisor on duty immediately for assessment.
- b. All cleaning materials are to be returned to cleaning cupboards after use.
- c. Coloured cleaning materials

4. There may be from time to time additional duties required to be carried out. The Head of Facilities will communicate either verbally or in writing to you with regards to extra duties.

5. You are required to work an extra 3 weeks in addition to normal term time; a week before and after each of the main holiday periods except for the Christmas close down where you will be required to start the day before non-teaching staff return.