

ELSTON HALL LEARNING TRUST

Job Title:	Cleaner
Pay Range:	SCP 2
Responsible for:	
Responsible to:	Site Manager

Overall purpose of the role

The cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school/Early Years Centre. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out.

Specific responsibilities

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 with appropriate cleaner as instructed

2. Classrooms/ All Other Rooms:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- 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 and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones
- clean and disinfect sinks inside and outside with appropriate cleaner
- wipe and disinfect work all surfaces, kitchen units and tiles

- polish mirrors

3. Corridors:

- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- 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)
- Polish brass door handles (weekly)
- Doors – remove marks from glass, doors and walls

4. Stairs:

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- 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

Any other appropriate duties as required by the Site Manager

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.

General

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.
- Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
- To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
- To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- Dress in a professional and appropriate manner, that will further support the school's policy on uniform
- Participate in further training and professional development as appropriate.
- The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.