

# **BARHAM PRIMARY SCHOOL**

## **JOB DESCRIPTION**

### **Job Title: Cleaner**

Under the direction of the Facilities Manager or authorised Deputy, the cleaner will undertake cleaning duties in any internal areas of the building.

#### **General Cleaning Work**

1. Carry out cleaning works to an acceptable standard as specified by the Authority
2. Maintain any tools or equipment supplied in good condition
3. Ensure correct use of materials and equipment as specified by the manufacturer or the school including using, where appropriate, powered equipment
4. Carry out work in line with the Health and Safety policy and practices of the Council
5. Clean designated areas and inform Facilities Manager or authorised deputy of any factors that are likely to affect their work
6. General duties will include cleaning, washing, sweeping, vacuuming, mopping, tidying, emptying of litter bins, polishing and dusting of the designated areas, including toilets, fixtures and fittings
7. To carry out major works during the school holiday, ie. Polishing of floors, wiping down walls, cleaning surfaces etc.
8. Any other duties as may be required by the Facilities Manager or authorised deputy.

**Job Title : Cleaner**

**Responsible to : Cleaning Supervisor**

**MAIN DUTIES AND RESPONSIBILITIES**

Carrying out routine and non-routine cleaning of buildings  
Responsible for sweeping/spot mopping (daily)  
Mopping of hard floors (weekly)  
Polishing of hard floors (termly)  
Buffing of hard floors (as necessary)  
Scrubbing of stairs (weekly)  
Vacuum all carpet areas (daily)  
Shampooing of carpets (termly)  
Spot clean (as, and when necessary)  
Walls/tables/desks/doors/chairs – remove graffiti/wipe dust/wash dirt/remove all visible dust  
Polish all furniture/fittings  
Carry out low level/high level dusting  
Mats – removable mats to be taken up, vacuumed underneath and on surface  
Bins to be emptied and washed as necessary  
All rubbish to be taken and placed in skip near nursery area  
Telephones to be damp cleaned  
Glass to be polished regularly  
General areas to be kept clean and maintained to an acceptable standard  
All finger marks, smears, stains, graffiti and general soilage to be removed during every day by spot cleaning, damp wiping or washing as appropriate to leave surfaces clean, dry and smear free  
Wall furniture, pipework, radiators to be cleaned regularly  
Blinds to be wiped and made dust free and clean  
Any other duties as may be required by the Facilities Manager.