

Job Description



Post Title:	CLEANER	Grade:	BEXLEY02
Responsible to:	Site Manager		
Functional links with:	Premises staff, other staff and SLT		

Main purpose of the job:

- Undertake, normally as part of a team, the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.
- Carry out deep cleaning during holiday periods

Major Duties and Responsibilities:

1. Cleaning all areas, including toilets and kitchens
2. Washing
3. Sweeping
4. Vacuuming
5. Emptying and cleaning of bins
6. Polishing and dusting
7. Polishing fixtures and fittings, using where appropriate, powered equipment
8. Occasional key holding duties

Duties will be different between term-time and during school holidays

Job Activities:

- Use of cleaning equipment and materials including powered items (e.g. floor polishing machine, carpet shampooer, vacuum cleaner)
- Manual operation of cleaning equipment, mainly early in the morning or after school, and during school holiday periods.
- Skilled use of tools, chemicals and care of surfaces (e.g. polishing)
- There may be occasions where the post holder will be required to unlock the building