



Orchard Fields Community school

Job Description

CLEANER

Hours and conditions:

- 2 hours per day all year round, 3.30 - 5.30 p.m. The hours are worked mainly during the term-time with designated days during the school holidays.
- Salary: £9.00 per hour and paid monthly by credit transfer to bank account.

Other Considerations:

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

General Duties:

Cleaners are required to undertake the following duties as directed by the supervising officer using the prescribed methods and frequencies in line with the requirements of the cleaning specification.

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points. Wipe lids of swing top bins.
- Sweeping floors with brushes or dust control mops.
- Mopping floors with wet or damp mops.
- Suction cleaning carpeted areas and 'spot' cleaning carpets (termly)
- Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training (summer)
- Using hoovers to keep carpet areas clean.

- To dust, damp wipe, wash or polish the furniture, ledges, window sills, external surfaces of: - cupboards, radiators, shelves and fittings. (half termly)
- To replenish consumable items (soap, toilet rolls, paper towels) if required within the contract.
- To clean toilets, urinals, hand basins and sinks and drinking fountains. In Early Years area and corridor, ensure adult sinks are clean.
- To use such chemical agents as directed by the supervising officer in the discharge of cleaning operations of maintenance procedures (after receiving proper instruction and training).
- To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes (summer)
- Cleaners employed in domestic food technology science areas are required to clean cookers and work surface areas and floors.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- School staff will clear the sinks once a term for thorough cleaning.
- Paid staff only to be in school, no children.
- Carry out any other reasonable duties within the overall function of the job.

Summer cleaning duties

Thoroughly clean;

- Chairs
- Tables
- Toilets - walls and doors
- Sinks inside and outside classrooms
- Windows
- Window ledges
- Doors
- Door handles
- Walls inside classrooms and corridors
- Plastic bins
- Wipe all skirting boards