



## CLEANING/KEY HOLDER JOB DESCRIPTION



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**JOB TITLE:** Cleaner/Key holder

**SUPERVISOR** Site Manager

**LINE MANAGER** Business Manager

**ACCOUNTABLE TO:** Head Teacher

**THE ROLE:** To provide a cleaning service and key holding duties for the school. Duties may include working in all types of rooms, including offices, classrooms, halls, corridors, toilets. Ensuring the site is secure and locked.

**SPECIAL CONDITIONS OF SERVICE:**

Key holding duties apply

Lone working

School cleaners must take holidays in periods of school closure.

A uniform and identification badge will be provided and must be worn.

Protective clothing including rubber gloves must be worn at all times to comply with Health and Safety Regulations.

**MAIN RESPONSIBILITIES AND TASKS:**

The normal duties will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Site Manager and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Site Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Site Manager.
6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Site Manager.

7. Duties to include the following:
- Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
  - Emptying and cleaning bins
  - Cleaning toilets including sanitary fittings and surrounds
  - Mopping and spray cleaning hard floor surfaces
  - Wiping and polishing and straightening furniture
  - Replenishing janitorial supplies in toilets, etc
  - Checking and closing windows, switching off lights after work
  - Such other duties as may be allocated from time to time
  - Work as part of a team and support other members of the cleaning team to meet standards and school objectives
  - Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
  - Securing the site, closing windows locking doors, turning off lights, closing fire doors. Engaging the fire alarm and locking the front door and carpark gates.

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

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