

Post Title - Cleaner

RESPONSIBLE TO: Site Manager/Head teacher.

Unless otherwise stated all duties will be performed daily, using the approved cleaners, disinfectants and equipment.

MAIN RESPONSIBILITIES

Classroom areas.

- Damp wipe the tables.
- Put up the chairs.
- Vacuum the carpet area.
- Empty the rubbish bins.
- Lift down the chairs.
- Once each week clean the glass in the doors and door handles.
- Dust and damp wipe ledges and feather dust top corners three times each week.

Wet areas.

- Damp wipe the tables to remove paint and dust.
- Once each week scrape off any glue or stubborn marks.
- Damp wipe all sinks and surrounds, using green pad when necessary, and cloth.
- Mope sweep and damp wipe the floor with correct mop.
- Machine buff the hard floor once each week.

Toilets

- Clean WC pans, and wipe seats, pipe-work and flush handles.
- Damp mop with disinfectant and correct mop.
- Descale pans once each week.
- RE-FILL TOILET ROLLS, PAPER TOWELS AS APPROPRIATE.

Cloakrooms

- Empty bins.
- Clean and wipe all sinks, surrounds, taps, door handles and mirrors.
- Damp mop the floor.

- Ensure windows are close and lights switched off.