



Radstock Primary School

Cleaner Job Description

Job Title:	Cleaner
Reports to:	Site Controller and Senior School Business Professional
Grade: 1	Scale point: 2
Salary:	£5, 517pa

Employment Status:	Permanent
Hours of work:	10 hours per week Monday to Friday 4.00pm – 6pm
Job Accountabilities:	
Main Duties - Daily	
<u>Toilet Areas:</u>	
• Clean lavatory basins using the appropriate cleaner provided. • Clean the inside and outside surrounds of sinks, including sink holes • Clean and polish taps. • Wipe tiles in all areas. • Refill toilet paper dispensers. • Refill paper towel dispensers. • Polish mirrors. • Wipe paintwork and door panels on both sides. • Empty black sacks and bins. • Clean and mop floors using the appropriate cleaner as instructed.	
<u>Classrooms/ Offices:</u>	
• Vacuum carpets or rugs and spot clean where necessary. • Sweep or vacuum hard flooring and damp mop sink areas in the classrooms. • Dust and damp wipe furniture and desks daily using appropriate cleaner as instructed. • Empty bins daily and damp wipe them weekly. • Clean the inside and outside surrounds of sinks daily. • Remove marks from glass panels, doors and walls. • Clean telephones, keyboards and ALL surfaces	
<u>Corridors:</u>	
• Sweep or vacuum all hard flooring. • Dust or damp wipe furniture and desks. • Dust and damp wipe fixtures and fittings, including skirting boards, pipes, and window ledges. • Polish chrome or satin door handles. • Remove marks from glass panels, doors and walls.	

Kitchen:

- Clean and mop floors using the appropriate cleaner as instructed.
- Empty bins daily and damp wipe them as required.
- Clean the inside and outside surrounds of sinks each day.
- Clean and polish taps.
- Wipe tiles and walls in all relevant areas.
- Refill paper towel dispensers as required.

Main Duties – Weekly

- Dust and damp wipe all fixtures and fittings, including skirting boards, pipes and window ledges.
- Pull out all removable furniture (e.g. trolleys) and clean thoroughly underneath.
- Clean windowsills in classrooms and the kitchen
- Clean and sanitise tables, ensuring a deep clean to remove germs.
- Dust walls and the tops of cupboards in the classrooms and offices, removing any visible cobwebs or dust within reach.
- Clean any visible surfaces that have been left clear, such as tables and cupboards
- Dust and damp wipe computer areas and equipment.
- Dust and damp wipe photocopier areas.
- Dust and damp wipe Interactive Screen frames, mobile trolleys, pianos, keyboards and sound systems and similar equipment.

Main Duties – Termly

- Clean the internal windows inside in all classrooms, the staffroom and offices
- Vacuum all edges thoroughly
- Polish hard flooring in the corridors, offices and classrooms
- Carry out a deep clean of the kitchen oven.

General Expectations:

- Lock and unlock windows and doors and sett alarm system as directed.
- Ensure that mops, cloths and other cleaning materials are washed and left to dry appropriately at the end of each session.
- Keep chemicals, cleaning materials and equipment storage areas clean, tidy and well organised.
- Empty vacuum cleaners and replace vacuum bags as required. Clean and check all equipment after use, including inspecting cables for wear and tear, and store equipment safely. Report any faults immediately to the Site Controller or Senior School Business Professional.
- Report immediately to the Site Controller or Senior School Business Professional any defective electrical sockets, lighting issues, vandalism or other concerns within your cleaning area.
- Undertake any other appropriate duties as directed by the Headteacher

N.B. It is not an exclusive / exhaustive list.