Marlborough House
Vinehall
A REPTON SCHOOL

JOB DESCRIPTION: CLEANER

ACCOUNTABLE TO
Cleaning Supervisor
Business Manager
Estates Manager

CORE PURPOSE

To maintain a high standard of cleaning in all areas of the School.

KEY TASKS AND RESPONSIBILITIES

Daily cleaning tasks during Term Time.
To include:

- Emptying all inside bins
- Sweeping and/or vacuuming floors, carpets and mats
- Wiping/dusting surfaces, door handles, keypads
- Polishing mirrors
- Filling soap dispensers
- Adjusting clocks to correct time
- Cleaning sinks, toilets and showers; restocking toilet rolls and hand towels
- Reporting breakages, damages and repairs needed
- Any other reasonable cleaning and hygiene task requested by the Estate Manager or Cleaning Supervisor. This includes an end of shift walk round your designated area to ensure all windows and doors are closed, lights and heaters are turned off.

Cleaning tasks during holidays.

To include:

- Washing down walls
- Removing cobwebs
- Wiping light shades and fittings
- Washing and dusting surfaces and doors
- Wiping skirting boards, plugs sockets, light switches
- Cleaning radiators and pipe work, door handles, keypads

- Polishing glass and mirrors
- Dusting pictures and notice boards
- Pulling out furniture, where possible, and cleaning behind
- Deep cleaning and vacuuming carpets
- Wiping computers, telephone and electrical equipment
- Washing out dustbins
- Shaking out mats
- Vacuuming curtains and cleaning blinds
- Shelves dusted, after removing items
- Tidy and re-stock cleaning cupboards
- Clean toilets and sinks, and floors.
- Other deep clean tasks as required

Children's Welfare

- Supporting and encouraging our values
- Safeguarding children's health and safety both in and out of the classroom

General

- Have regard to all School policies and procedures
- Read and follow all relevant policies and procedures (in particular Health and Safety and Safeguarding and Child Protection policies)
- Be alert at all times to Health and Safety or Safeguarding issues or potential issues and report these as appropriate
- Participate in meetings at the School including staff meetings and training held before the start of each term and attending other School events / functions as directed by the Head
- Perform any other duties as commensurate with the post that the Head may reasonably ask the staff member to perform from time to time
- During the course of employment staff will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation
- During the course of employment, staff will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information, ensuring compliance with the School's policies on data protection
- All staff have responsibility for promoting and safeguarding the welfare of all children in the school.