

## **JOB DESCRIPTION - CLEANER**

### **Internal Cleaning of Designated Areas**

Reception Area, Offices, Staffroom, Group Room, Study, Toilets, School Hall and storage areas/cupboards.

- (a) To be responsible for the cleanliness of all floor surfaces, walls, doors, work surfaces, furniture and equipment.
- (b) To be responsible for the cleanliness of all internal glass (excluding the insides of external windows).
- (c) To be responsible for the cleanliness of all toilets, sinks, basins and fittings.
- (d) To be responsible for the periodic cleaning of all accessible lampshades and fluorescent light diffusers and blinds.
- (e) To empty all waste bins daily and clean/disinfect as necessary.
- (f) To be prepared to be available under the direction of the Caretaker.
- (g) Be aware of and assume the appropriate level of responsibility for Safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's Safeguarding Policy.
- (h) To follow policies and procedures of the school.