

## Wistaston Academy Job Description

<b>Job Title:</b>	School Cleaner
<b>Work Location:</b>	School based
<b>Reports to:</b>	Site Manager
<b>Grade:</b>	1
<b>Salary Range:</b>	£20,258 (FTE) £4,327 (Pro-Rata)
<b>Working Pattern:</b>	See Advert
<b>Contract type:</b>	Permanent
<b>Leads and Manages:</b>	None

### Job Purpose

The Site Maintenance Officers and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Principal, Business Manager or Site Maintenance Officers, cleaning staff will clean other areas as required.

The Principal will delegate the monitoring of the cleaning to the Site Maintenance Officers and it is their responsibility to ensure that high standards of cleanliness are reached and maintained. From time to time the Principal or deputy Principal will carry out spot checks on any aspect of the cleanliness they feel appropriate.

### Main Duties – Daily

#### Toilets and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided
- Clean inside and outside surrounds of sinks
- Clean taps
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

**Classrooms/Group Rooms/Staff Room/Offices/Meeting Rooms and Library Areas:**

- Vacuum (spot clean where necessary)
- Hard flooring – dust control or vacuum, damp mop 3 classrooms per day
- Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and clean monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones
- Clean whiteboards/interactive screens

**Corridors:**

- Vacuum daily
- Furniture/desks – damp dust all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

Any other duties as requested by the Principal.