



QUEENS' SCHOOL

Dare to be Great

Cleaner Job Description

Post title:	Cleaner
Reporting to:	Cleaning Supervisor and Estates Manager
Purpose:	To provide and maintain effective and efficient supervisor of the cleaning team and to act as a cleaner
Main Responsibilities:	Cleaning
Grade:	Depending on contract, full time or part time
Hours of work:	35 hrs per week, 10am – 6pm, Full-time 60 minute lunch break

Cleaning

- General cleaning duties to the fixtures, fittings and internal fabric of the building which may include emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; machine scrubbing and drying; buffing; suction cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning (wcs urinals wash-hand-basins, baths, showers, bidets).
- Specialist cleaning tasks which may include carpet cleaning; upholstery cleaning; removal of stains; chewing gum and graffiti etc; stripping and dressing/ sealing floors; descaling sanitary appliances.
- Operation/use of domestic and industrial cleaning equipment and materials
- Replenish hygiene materials as appropriate
- Secures/closes internal doors and windows as appropriate.

Health and Safety

- Ensure compliance with the requirements of the Health and Safety at Work Regulations, ensuring the safety of themselves and others are maintained and that Health and Safety responsibilities are carried out
- Ensure use of cleaning products following health and safety guidance, COSHH information and whilst wearing personal protective equipment as required.

- All cleaning products must be collected, returned and secured to the appropriate cleaning cupboard and cleaning products must not be left in the areas being cleaned
- Ensure use of equipment in line with health and safety guidance.
 - Check that equipment (vacuum cleaners etc) are safe before use (e.g. make sure that leads are not damaged).
 - Collect, return and properly store equipment in the appropriate cleaning cupboard.
 - Use equipment so that it does not breach the Health and Safety regulations (e.g. no trailing leads that could give a trip hazard).
- Ensure use of appropriate safety signage (e.g. wet floor signs) and put them back in the cleaning cupboard once finished with.
- Inform the Estates Manager or other designated person of faults, damage and vandalism or any issue that may be a health and safety concern.

General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- First aider
- Fire Marshal

Training & development of self

- Set personal targets and take responsibility for own continuous professional development
- Attend and update the appropriate training to your role: Health and Safety; Cleaning

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signed	Date

April 2021