

Trinity 1st School, Frome
Job Description – Cleaner

Job Purpose

The responsibility of the cleaner is to help maintain a high standard of cleaning throughout the school's buildings. This provides the school with a safe and pleasant environment for the education of children and young people.

Standards are set out by the Headteacher in the schools Cleaning Specification.

Job Activities

The various cleaning tasks involved are listed below. These are carried out on a daily, weekly or periodic basis as set out in more detail in the schools Cleaning Specification. Below is a typical example of what is required.

Daily		Periodic or Annually
Sweep or vacuum & spot clean floors		Deep clean carpets
Wash hard floors		Scrub hard floors
Damp wipe tables & work surfaces		Strip & re-polish hard floors
Spot clean windows/internal glasswork		Seal wood floors
Spot clean general surfaces & walls		Wash/scrub tables & work surfaces
Clean sinks, drinking fountains		Polish wood furniture
Clean toilets, sanitary ware, wash basins, walls & fittings		Wash/scrub chairs
Clean & polish mirrors		Wash walls
Sanitise touch points & telephones		Clean blinds
		Wash windows/internal glasswork
Weekly		Clean high level areas & light fittings (use appropriate safe access equipment & methods)
Dust furniture, fittings, pipework & ledges		Scrub & descale: Toilets/sanitary ware & wash basins.
Remove cobwebs		
Clean chairs		

Quality Standard

The cleaning process is to result in an absence of disorder & visible soilage eg dust, stains, odours and marks.

All surfaces shall be maintained to preserve and enhance their condition.

In hygiene areas there must be an absence of harmful bacteria, soilage, waste matter, tide marks, lime scale, residues and the like.

All cleaning activities need to be carried out in accordance with Health & Safety/COSHH Regulations.

Termly cleaning inspection from the local authority are carried out.