



Ysgol Clywedog

Job Description

Post: Cleaner

Responsible to:

Responsible under the direction of the Site Manager or designated person for ensuring that the school premises are clean.

Job Purpose

To carry out duties for the cleaning of classrooms/areas as required by the Site Manager, or designated person.

Main Duties & Responsibilities

- to sign in and sign out daily and complete any required paperwork;
- to carry out any reasonable instructions from the Site Manager or designated supervisor relating to the cleaning of school premises;
- vacuuming, polishing, dusting offices and classrooms and emptying bins;
- polishing appropriate floors with buffing machine;
- mopping safety floor areas;
- toilet areas, disinfecting, mopping, emptying bins, toilet & urinal sanitising.
- corridors – polishing, vacuuming and wiping edges;
- stairways – vacuuming or mopping, wiping edges.
- undertake other duties as required by your Site Manager and/or Supervisor.
- carry out safeguarding training annually
- ensure your training is complete in a timely manner

Contact

- work as part of the cleaning team under supervisor;
- Site Manager;
- Members of staff in the school, pupils, governors
- Business Manager

Resources

- proper use of appropriate cleaning materials and responsibility for their safekeeping.



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Person Specification

Post: Cleaner

Purpose: To carry out domestic cleaning duties.

ITEM	ESSENTIAL	DESIRABLE
Qualifications		COSHH
Experience		Experience of operating cleaning machinery
Knowledge and Skills	Health and Safety	Manual Handling