



Job Title: Cleaner

Ronald Tree Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Hours: 15 hours per week for 39 weeks per year
Monday to Friday 11.30am to 12.30pm and 3.30pm to 5.30pm

Responsible to: Cleaner in Charge/School Business Manager/Headteacher

Purpose of Job:

To carry out essential cleaning and tidying tasks before, after or during school opening times in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness. To see the school from a young child's perspective and ensure all areas are clean and well presented.

Principal Responsibilities

1. Clean designated areas of the school using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polisher as required ensuring a high standard of cleanliness and hygiene is maintained. See schedule of cleaning tasks below.
2. Empty bins and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users. To put out bins on the appropriate week for waste collection.
3. Top up consumables e.g. soap dispensers/toilet rolls, towels to maintain standards of hygiene and comfort for all users.
4. Move furniture and equipment as required for the setting up of activities and to enable the cleaning of all areas (with the assistance of colleagues as necessary).
5. On a regular basis, such as during school holidays, to undertake deep cleaning of walls, skirting boards, paintwork, staircases and handrails etc. to ensure a high standard of cleanliness and hygiene is maintained.
6. Clean up spillages as they occur e.g. as a result of drink spillages/ children being ill in accordance with health and safety procedures or deal with as instructed by management.
7. Observe health and safety standards whilst using and storing machines, equipment and cleaning products, reporting all repairs needed to the Cleaner in Charge.
8. Such other duties as may reasonably be required by the Headteacher or Cleaner in Charge, from time to time. Duties may vary between holiday and term time cleaning.

Schedule of cleaning tasks:

Daily

- Sanitise all touch points, light switches, door handles, exit buttons etc
- Empty waste bins, damp wipe spillage's from bins. Bag waste and remove to designated holding area.
- Damp wipe finger marks from mirrors, glass panels throughout the school and view panels in doors. NOTE: interiors of external windows not included.
- Clean any graffiti from interior fixtures, fittings and walls and doors.
- Cleaning of sinks and toilet facilities, including washing and buffing dry sanitary ware and associated fittings.
- Sweep non-carpeted floors.
- Fully vacuum all carpeted areas and vacuum entrance and barrier mats and mat wells.
- Fully damp or wet mop non-carpeted floors.
- Spot clean spillages and stains from carpets/rugs in all areas.
- Sanitise tables and work surfaces.
- Damp dust/wipe unencumbered furniture and worktops in the classrooms, offices, reception areas, corridors, kitchen, and staff room.

Weekly

- Sanitise lunch box shelves at the end of each week.
- Polish stainless steel fixtures and fittings.
- Fully damp wipe and buff dry mirrors.
- Perimeter dust in the kitchens, sanitary areas, classrooms, offices, school hall and corridors, (skirting board, dado rails, window sills)

Monthly (first week of every month except August).

- High dust all areas.
- Descale sanitary ware and associated fittings and pipework.
- Wash down tiled walls and splashbacks in toilets.
- Vacuum upholstered furniture in staffroom, reception, offices and classrooms.

Termly (last week of term).

- Damp dust vertical blinds.
- Wash door frames, both sides.
- From time to time vacuuming will be needed for blinds, as directed by the Headteacher.

To observe health and safety standards whilst using machines and cleaning products:

- To assist with the maintenance of equipment and stock:
- To take care of machinery and materials and report all repairs needed to the Cleaner in charge.
- To use cleaning products according to instructions.
- Perimeter dust in the kitchens, sanitary areas, classrooms, offices, school hall and corridors.
- To avoid wastage of materials.
- To monitor stock levels of cleaning products, reporting to Site Supervisor.

PERSON SPECIFICATION - CLEANER

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Safeguarding	A positive attitude and firm commitment to Child Protection and a safe school environment.	
Experience and Knowledge	Awareness of Health and Safety at work, particularly whilst using and storing machine, equipment and cleaning products.	Experience of cleaning. Experience of working in a school environment. Sound knowledge of Health & Safety principles.
Ability and skills	Able to meet and maintain the school's expectations for a high standard of cleanliness and hygiene. Able to lift and use cleaning equipment e.g. vacuum cleaners.	
Personal skills	Reliable, hardworking, honest and organised.	
Equal opportunities	Ability to demonstrate an awareness/understanding of Equal Opportunities	

June 2022