



# The Blake CE Primary School

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Headteacher Tim Edwards-Grundy



*Committed to the care and education of your child within a Christian setting*

## **Cleaner: Job Description**

### Job Purpose:

To ensure the high standards of cleanliness, hygiene and presentation are maintained throughout the premises.

### Objectives:

- carry out daily cleaning tasks
- carry out termly cleaning tasks
- carry out annual cleaning tasks
- reporting directly to the Site Manager

### Principal responsibility areas:

- to work with other colleagues in the Premises Team
- to complete a designated list of cleaning duties as directed by the Site Manager
- to monitor the cleanliness of their designated area and to take action when our high standards are not being maintained
- to report any health and safety issues that have been noted directly to the Site Manager

### Key Tasks:

On a daily basis:

- vacuuming all carpeted areas
- cleaning reception surfaces
- cleaning and disinfecting all adult / pupil toilet areas including floors
- replenishing toilet rolls, paper towels as required
- cleaning sinks, surfaces and floors in shared areas
- cleaning all table tops in classrooms
- emptying bins in all areas and replenishing bin liners

These duties will be carried out by the cleaning team on an agreed rota. Other duties will be required to maintain the high standards of cleanliness and presentation that are expected. During the holidays the Site Manager will designate other specific tasks.