

# WANDSWORTH BOROUGH COUNCIL

## PENWORTHAM PRIMARY SCHOOL

### Cleaner

**Grade:** Scale 1b

**Spine Points:** 1

#### Job Description

Responsible, under the direction of the Cleaning Supervisor, for undertaking the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition.

#### Main duties and responsibilities include:

- Cleaning, washing and vacuuming designated areas.
- Emptying litter and recycling bins.
- Polishing and dusting appropriate areas, including toilets and showers.
- Controlling appropriate equipment and cleaning solutions.
- Reporting areas of concern to supervisor.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable pupils in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

#### Specific responsibilities and routines:

##### Daily

- Dust all tables, fittings and ledges with damp cloth, removing all dust, glue, paint, pen marks and modelling clay. Polish with dry cloth only.
- Sweep all non-carpet floor surfaces and mop with recommended solution.
- Vacuum all carpet areas.
- Clean all toilet areas including washbasins, toilet pans, drainage channels, handles, and damp wipe interior walls and doors.
- Damp mop and disinfect toilet area floors.
- Replenish toilets and soap and toilet paper.
- Empty all waste containers and clean.
- Stairwells to be swept and mopped to a schedule on alternate days (unless directed otherwise).
- Use chemicals and cleaning materials safely to the required dosage and for the correct purpose.
- Work as a team member to ensure the whole site is cleaned daily as required.

##### Weekly

- Spot treat and clean any stubborn marks on all surfaces if unable to remove during daily clean.
- Damp clean and disinfect all surfaces not on daily schedule (furniture and flooring).
- Spray buff all vinyl and wooden floors.

**Holiday**

- Intense deep clean of whole school site in rotation.
- Accessible window panes & door panes in building.
- Accessible walls in toilet areas including stain removal and disinfection.
- Accessible walls and doors.

**PERSON SPECIFICATION**

- Physically fit and able.
- Experience of cleaning desirable.
- Responsible and hard-working, able to work unsupervised.
- Willing to work as part of a cleaning team.
- When applicable, cleaners to work within teams in sections other than there own.
- Willingness to assist in covering other sets when there is an absent cleaner.
- Flexible and friendly.

I agree to the above Job Description and Person Specification formulated as part of LA Single Status negotiations and outcome.

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SIGNATURE

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