



JOB DESCRIPTION

Job Title: Cleaner
Responsible to: Site Services Officer

Job Purpose

Ethos and Values

- To act as an ambassador in promoting and celebrating the work and achievements of the Griffin Schools Trust
- To ensure the vision for the Trust is clearly articulated, shared, understood and acted upon effectively by all
- To set high expectations for students and staff, a commitment to professional learning and continuous improvement
- To model principles of Proud Traditions, Wide Horizons and High Achievement in everyday work and practice

Major Tasks, Duties and Responsibilities

Principal Responsibilities

- To carry out the cleaning routines as allocated by the Site Services Officer to a high standard, quickly and efficiently
- To maintain appropriate security measures while cleaning is taking place
- To ensure that health and safety requirements are carefully maintained
- To be responsive to cleaning needs as they arise and as requested by colleagues (i.e. spills etc)
- To complete cleaning monitoring sheet on a daily basis

Duties will vary according to the area allocated but will include tasks from the schedule given below:

- Emptying all bins
- Sweeping, mopping and polishing floors
- Vacuuming all carpeted areas
- Buffing polished floors
- Wiping down all windowsills, skirting boards and any other ledges
- High level dusting
- Cleaning sinks, wash hand basins and toilet pans
- Filling toilet roll dispensers as needed
- Remove any graffiti from walls, panels and doors
- Checking for paper on ceiling and walls and removing
- Wiping down cubical doors, side panels and pipes

- Checking soap dispensers and refilling as required
- Wiping down all tables, chairs and work surfaces, removing any graffiti
- Wiping down all radiators and removing any litter from behind them
- Cleaning all internal glass
- Tidying cleaning cupboard
- Once trained, to use all cleaning equipment including:
 - Rotary floor machines (buffers)
 - Scrubbing machine
 - Vacuum cleaners
 - Steam mops
 - Correct use and storage of chemical cleaning materials (COSHH)

General Accountabilities

So far as is reasonably practicable, the post hold must:

- Ensure that safe working practices are adopted by employees in order to maintain a safe working environment for employees and service users. These are defined in the Health & Safety Policy, departmental policies and codes of practice
- Work in compliance with the Codes of Conduct, regulations and policies of the Campus and its commitments to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards