



### Job Description

<b>Job Title</b>	<b>Cleaner</b>		
<b>School</b>	<b>Seven Kings School</b>	<b>Salary Range</b>	<b>LBR 1C</b>
<b>Reporting to</b>	<b>Site Manager</b>	<b>Responsible for</b>	<b>n/a</b>

### Selection Criteria

#### Purpose of Job:

- To be responsible for maintaining the cleanliness of the designated area of Seven Kings School

#### Main Duties and Responsibilities:

- Ensure all areas of the designated areas are cleaned daily
- Clear rubbish and bins on a daily basis
- Maintain Vacuum cleaners to ensure they are in good order and report all faults to the Site Manager
- Be vigilant regarding intruders who might enter the school before the school day begins
- Perform general cleaning duties such as sweeping, mopping, and vacuuming floors
- Dust and polish furniture, fixtures, and fittings
- Clean and sanitise restrooms, classroom, and other common areas
- Empty the bins and replace liners
- Replenish supplies such as toilet paper, hand soap, and paper towels
- Wash windows, mirrors, and glass surfaces
- Clean carpets and upholstery as needed
- Follow the health and safety rules in the school
- Report any maintenance or repair needs to the line manager
- Ensure all cleaning equipment and supplies are stored safely and securely
- Accurately log completed tasks and working hours

#### General:

- Attend and participate in relevant meetings, training
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public



Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment