



Job Description

Graffham CE Infant School

POST: Cleaner/Caretaker

Duties

To maintain good levels of cleanliness and hygiene throughout the school site by performing cleaning duties under the direction of the Head Teacher and Business Manager

To report health and safety hazards and any maintenance issues directly to the Business Manager, or, in his absence, to the Head Teacher.

Daily Cleaning/Caretaking

- To collect, secure and remove all refuse to black bags to the waste bins at the front of the building. Also to collect and empty the recycling bins into the bins at the front of the building.
- To vacuum carpeted floors in the downstairs rooms.
- To sweep or vacuum hard floors.
- To damp mop hard floor surfaces, where necessary.
- To thoroughly clean with disinfectant spray all available surfaces, table tops and sinks; removing stains and marks where possible; to help with germ control by spraying door handles, push-plates, hand rails and other surfaces
- To tidy the staff kitchen and clean the sink, help to load, run and empty the dishwasher.
- To close all windows and doors on leaving the room.
- To check that all exterior doors are locked and to set the alarm when leaving the building if no one else is in the building.
- To clean all sanitary ware and replenish toiletries.
- To sweep the hall floor, spot cleaning spillages and stains.
- To report any necessary repairs to the site manager.

Weekly Cleaning/Caretaking

- To clean internal window frames.
- To Hoover upstairs carpet areas, clean surfaces, empty bins and clean upstairs toilet and basin, restock toiletries.
- During the Autumn, to keep the school entrance clear by sweeping up leaves and debris adjacent to the front steps and hall ramp.
- Use the floor polisher to buff the hall floor and other hard surfaces if required.
- To check and clean the toilet and sink in the outside building.
- To water and maintain indoor plants.

- To carry out weekly water checks and alarm call point test.
- To dust skirting boards and ceiling edges, removing cobwebs where seen.
- To dust cupboard tops, computers, monitors, keyboards, interactive whiteboards.

Monthly Cleaning/Caretaking

- To vacuum and/or damp mop beneath and behind all easily moveable furniture.
- Vacuum all soft furnishings in public areas and staff areas. Spot clean on the adult blue chairs where necessary.
- To carry out the monthly water tests and report the results to the Business Manager.

Termly Cleaning/Caretaking

- Wash out rubbish bins and waste paper baskets with warm soapy water (where necessary).
- Wash down the lunch tables, legs, underneath table surfaces.
- To vacuum and or damp mop beneath and behind all moveable furniture
- Vacuum & wash where appropriate all soft furnishings in public areas and staff areas.

Summer Closure Cleaning/Caretaking

- To damp wipe all classroom furniture (including chairs) removing stains and marks where possible.
- To remove all trays from classroom furniture, damp wipe interior of unit, damp wipe trays and return trays to unit.
- To damp wipe all office furniture, removing stains and marks where possible.
- To dust and damp wipe all skirting boards, including those behind moveable furniture in all areas of the school.
- To apply polish to the hall floor.
- To damp wipe or paint over marks and stains on walls in all rooms.
- To clean interior and exterior doors and key external windows.
- To remove radiator covers and clean behind them.

From time to time, the post holder may be called upon to assist the Business Manager in undertaking some general maintenance tasks such as changing light bulbs/fluorescent tubes, small scale internal painting, maintaining the fixtures and fittings etc.

This job description does not form part of the contract of employment. It describes the general tasks that are involved. Changes may need to be made from time to time and this will be done in consultation with the post holder.

Some overtime may be available at certain times of the year helping to maintain the school grounds.