

## **JOB DESCRIPTION**

<b>POSITION:</b>	Cleaner
<b>HOURS OF WORK:</b>	Monday to Friday 4.00pm to 6.00pm Term Time
<b>REPORTING TO:</b>	Housekeeper
<b>AREAS OF WORK:</b>	Main Building of School (to include) Main Reception / Headmistresses Office / Entrance / Hallway / Stairs / Corridor / Staff Room / Music Classrooms / Kitchen / HR Office / Bursar Office / ICT / ART / Whitby Hall/ Classrooms / Bluebird Nursery
<b>DAILY DUTIES:</b>	Sweeping/hovering and washing all floors Emptying bins incl shredder. Clean toilets and bathrooms Clean work surfaces with anti-bacterial spray Clean all door handles with anti-bacterial spray Clean office/waiting room Windows cleaned (inside)
<b>WEEKLY DUTIES:</b>	Damp dust skirting's/window sills Wipe and clean window blinds Clear cobwebs Door Frames & Hinges

### **OCCASIONAL DUTIES**

Deep Clean Classroom  
Offices every half term.  
Move units and clean behind

Any other duties that becomes necessary as directed by the Housekeeper.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.