



Hopelands Preparatory School

38 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Job Description

Name:

Post: Cleaner

Hours: 7.5 hours per week for 38.76 weeks (school term time plus holiday)
Additional hours may be required of the cleaner during school holiday periods

Monday: 6 pm – 7:30 pm *or to be negotiated*

Tuesday: 6 pm – 7:30 pm

Wednesday: 6 pm – 7:30 pm

Thursday: 6 pm – 7:30 pm

Friday: 6 pm – 7:30 pm

Salary: 18.8% x Scale Point 7 of School Pay Scale
18.8% x £13,032
£2,444
£9.31 per hour (including holiday pay)

Relationships: The postholder reports to the Bursar

Reviewed: September 2021

Duties:

1. **Classrooms**

- Empty the waste and paper bins daily
- Wash down all tables daily
- Wash down all desks daily
- Once a week to wash the chairs
- Hoover all carpets and floors daily
- Mop over the uncarpeted floors daily

2. **Toilets**

- Empty the waste and paper bins daily
- Re-stock toilet rolls, hand wash and paper towels daily
- Clean and disinfect the toilets and sink area daily
- Polish all metalwork including fixtures and fittings

3. **Office**

- Dust over the free areas daily
- Hoover all carpets daily
- Empty the waste and paper bins daily

4. **Kitchen areas (staff room and kitchenette)**

- Clean and tidy, wash up and put the cups away
- Clean/vacuum the floor area daily
- Empty the waste and paper bins daily

5. Stairwell & Hallway

- Clean, when possible, stair rail, wipe down skirting once a week
- Hoover all mop floors daily

6. Security

- The cleaning supervisor will be responsible for locking and securing the school and will be a registered key holder
- Ensure all windows and fire escapes are closed and secure
- Check front and back doors are locked on leaving
- Turn off lights
- Set intruder alarm

7. Hall

- Mop over the floor daily
- Dry dust over surfaces weekly
- Empty the waste and paper bins daily

8. School Holiday Periods

- Thorough clean whole school to include:
 - Cleaning windows (inside only)
 - Cleaning cupboards, shelf under cupboards, bookcases
 - Cleaning all woodwork, frames, doors, top of doors, skirting boards
 - Cleaning shoe benches and boxes
 - Cleaning Sophie Hall windows (inside only)

9. Supplies

The school will supply all equipment and supplies. The Cleaning Supervisor is responsible for ensuring that appropriate levels of stock are maintained. All orders for cleaning supplies should be made through the Bursar.

10. Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation the school is obliged to provide The Employee with a work place and working conditions which, so far as is reasonably practicable, are safe and without risk to health. The Employee is required, by health and safety legislation, to take reasonable care for his/her own health and safety and the health and safety of others.

The employee will:

- Operate safely within the workplace and maintain a high standard of practice
- Carry out risk assessments, as required
- Follow the school's health and safety policy and ask for advice from the Head or Bursar where unsure
- Pay close attention to the 'Working Alone Policy'

11. Staff Handbook and Policies

A copy of the staff handbook is available from the staff portal. Members of staff are required to read the staff handbook and be familiar with the policies and procedures contained in it. You must communicate with the Head or Bursar if you are uncertain about any of the school's policies or procedures.

The duties and responsibilities of the post are subject to this detailed in the National Statement of conditions of employment and will count as directed time as detailed in that statement. This job description does not define in detail all duties/responsibilities of the post. It will be reviewed regularly and may be subject to modification after consultation and with the agreement of the postholder.

Signature of post holder: _____ Date: ____ / ____ / ____

Signature of Bursar: _____ Date: ____ / ____ / ____