

# THE CORBET SCHOOL

## CLEANING ASSISTANT

### PURPOSE OF THE JOB

To provide a cleaning service for the school site, that ensures a professional level of cleanliness and hygiene. Duties may include working in all types of rooms, including offices, classrooms, halls, corridors, cloakrooms and toilets.

### MAIN RESPONSIBILITIES AND TASKS

The normal duties of the post holder will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the ICT & Facilities Manager (this will vary from time to time).
2. To use cleaning materials as instructed by the ICT & Facilities Manager.
3. To operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
4. Maintain awareness of COSHH procedures and sign registers accordingly.
5. Duties to include the following:
  - Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass.
  - Emptying and cleaning bins.
  - Cleaning toilets including sanitary fittings and surrounds.
  - Mopping and spray cleaning hard floor surfaces, also put out warning signage.
  - Wiping and polishing and straightening furniture
  - Replenishing janitorial supplies in toilets etc.
  - Checking and closing windows, switching off lights after work.
  - Such other duties as may be allocated from time to time.
  - All defects/hazards must be immediately reported to the Cleaning Supervisor and the ICT & Facilities Manager
  - Undertake "Deep Clean" work as directed by the Cleaning Supervisor or ICT & Facilities Manager