



## GENERAL JOB DESCRIPTION

### SCHOOL CLEANER

**Purpose of the Job:** To ensure that the School premises are kept clean and tidy.

**Reporting to:** The Bursar  
(Day-to-day supervision is delegated to the  
Cleaning Supervisor)

The following duties are included in the professional duties that a member of School's cleaning team may be required to perform under the reasonable direction of the Cleaning Supervisor.

#### 1. Cleaning (daily during term time)

General cleaning of classrooms, offices, halls, reception area, dining room, staircases and toilets/cloakrooms as designated by the Cleaning Supervisor.

Duties will include the following:

- sweeping;
- mopping;
- vacuuming;
- surface cleaning;
- dusting;
- polishing;
- removal of rubbish.

#### 2. Cleaning (non-term time)

In addition to the duties specified in paragraph 1, the following more intensive cleaning will be required on days worked during school holiday periods including the following:

- To carry out deep cleaning of areas designated by the Cleaning Supervisor, including the stripping and re-polishing of floors where required, using floor buffing equipment supplied.

### **3. Child Protection**

- Employees of Palmers Green High School must agree to uphold the School's commitment to child protection and safeguarding as outlined in the PGHS Child Protection and Safeguarding Policy.
- To participate in training sessions on child protection and safeguarding.

### **4. Staff Review**

- To participate in arrangements made by the School for staff performance appraisals.

### **5. Health and Safety**

- Employees are required to have regard for the health and safety of colleagues, pupils and visitors to the School at all times.
- Employees must abide by the School's Health & Safety Policy and make sure they are aware of their responsibilities.
- Employees must abide by the School's Work at Height and Manual Handling policies.
- Participate in training sessions on health and safety.
- To report all accidents/incidents in the Accident Book.
- To notify the Bursar/Caretakers of any health and safety issues or hazards identified.

### **6. General**

To undertake such other cleaning tasks as determined by the Bursar relevant to the work of the cleaning team or the needs of the School, as they may arise.

*December 2021*