

Woodside Primary Academy



JOB DESCRIPTION

Casual Cleaner

NOTE: THE SCHOOL EXPECTS ALL ITS EMPLOYEES TO HAVE A FULL COMMITMENT TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY AND ACCEPTANCE OF PERSONAL RESPONSIBILITY FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH AND PROMOTE THE POLICY AND TO ENSURE THAT DISCRIMINATION IS ELIMINATED IN THE SERVICE OF THE AUTHORITY.

JOB DESCRIPTION

JOB PURPOSE

1. To cover staff absences and be available at short notice.

MAJOR TASKS

1. To understand and comply with the School's Equal Opportunities Policy.
2. To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or Council Policies and Procedures relating to Health & Safety at work.
3. To carry out cleaning duties as directed.

JOB ACTIVITIES

CLEANING DUTIES

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.

1. To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.
2. To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.

3. To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using high dust control extending frame.
4. To polish furniture as required.
5. To clean telephones, including the mouthpiece as directed.
6. To empty, replace and clean wastepaper bins as required.
7. To remove rubbish to designated collection points, to include all paper, recycling matter and craft waste to be removed to relevant recycling area.
8. To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
9. Replace hand towels, toilet rolls and hand soap as required.
10. To regularly remove all finger and scuff marks, splashes etc, from internal glass doors, kick plates, walls and paintwork, and to thoroughly clean these items as required.
11. To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.
12. To remove graffiti, chewing gum etc, using laid down procedures.
13. To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed. This work to; be done by operative from floor level.
14. To understand and comply with the School's Health & Safety Policy.
15. To be aware of fire prevention and drill procedures.
16. To lock doors and return keys to designated place as required.
17. To maintain client confidentiality and security of buildings, closing and locking windows as required.
18. **RESPONSIBLE TO:** Site Manager/Site Service Officer, or Assistant as appropriate.