Spring Meadow Infant and Nursery School
High Barns
Ely Cambridgeshire
CB7 4RB
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Job Description : School Cleaner

Key Responsibilities

1. Designated Cleaning Areas

- Each cleaner will be allocated a specific designated area which they will be responsible for
- Cleaners may be required to rotate areas as and when required to ensure fairness and consistency.
- Cleaners would be expected to support other areas of the school as and when required as directed by cleaner in charge, Business Manager or Headteacher.

2. Daily Cleaning Duties

- Sweeping, vacuuming and mopping all floors within allocated area
- Cleaning and disinfecting toilets, sinks and washroom areas
- Wiping desks, tables, chairs, worktops, and touchpoints (door handles, light switches, handrails)
- Emptying bins and disposing of waste appropriately
- Spot-cleaning walls, doors, and glass as required
- Cleaning staff rooms, kitchen areas and offices (sinks, surfaces, appliances externally)
- Ensure cleaning cupboard is kept tidy and equipment is stored safely

3. Furniture Movement and Behind Cleaning

- Moving lightweight and standard classroom furniture (e.g. tables, chairs, small storage units) to clean thoroughly underneath and behind
- Returning furniture safely to its original position after cleaning
- Reporting any furniture that is too heavy to safely move

4. Weekly / Periodic Duties

- Thorough floor cleaning (including edging and corners)
- Cleaning internal windows and glass panels
- Dusting high and low surfaces, ledges and skirting boards
- Cleaning radiators, vents and classroom equipment (where appropriate)
- Cleaning milk fridge as required

5. Annual / Deep Cleaning Duties

During school holidays, or planned deep clean periods, duties may include;

- Deep cleaning classrooms, halls and communal areas
- Full floor clean of the hall
- Moving furniture to allow full access for deep cleaning behind/underneath
- Cleaning carpets using appropriate equipment
- Deep cleaning toilets and washrooms
- Cleaning storage areas and cupboards as required
- Cleaning walls, doors and high-level surfaces

6. General Duties

- Be flexible and support colleagues when needed
- Attend training as required
- Carry out any other reasonable duties as instructed
- To fully uphold the school's policy of the Safeguarding and protection of children
- Maintain confidentiality and professionalism at all times
- Contributing to a working environment which supports equal opportunities and anti-discriminatory practice

7. Health and Safety

- Abide by Health and Safety Policy
- Contribute to the maintenance of a safe and healthy environment