



HECKMONDWIKE GRAMMAR SCHOOL
JOB DESCRIPTION

JOB TITLE:	Cleaner
SALARY:	£9.00 per hour
TERM:	Part Time and Permanent
SHIFT PATTERNS:	12.25 hours per week Monday to Thursday 3.30pm to 6pm Friday 3.30pm to 5.45pm <i>These hours may be varied during the school holidays</i>

MAIN DUTIES

General cleaning of classrooms, offices, entrances and social areas and other associated areas of the School premises to achieve and maintain a high standard of cleanliness.

- a. Mopping, scrubbing and polishing of floors using appropriate machines;
- b. Vacuum cleaning;
- c. Dusting fixtures and fittings;
- d. Cleaning of sanitary areas (toilets and shower areas);
- e. Disposal of refuse;
- f. Securing rooms and areas of the school as required - ensuring doors and windows locked;
- g. Care and daily cleaning of domestic equipment.

Other tasks as reasonably requested by the Finance Director or Site Manager.

Many of the duties involve the use of industrial type cleaning equipment.

Only recommended methods of cleaning are used.

On the job training will be given in the use of equipment, methods of working and use of chemical cleaning agents.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.