

HOLLY HILL CHURCH SCHOOL

JOB DESCRIPTION

CLEANER

1. Job Purpose

- 1.1 To assist the Building Services Supervisor in the full range of duties at Holly Hill School and to be responsible for the cleaning of a designated area of work.

2. Duties and Responsibilities

- 2.1 Carrying out a physical check of the building and taking the necessary action for any repairs, also making good any areas which could be a source of danger to either the users or security of the building.
- 2.2 Checking the buildings regularly to ensure no unauthorised persons are present.
- 2.3 Ensuring that adequate materials/equipment are available for use.
- 2.4 Carrying out routine cleaning duties using the appropriate materials and mechanical cleaning aids as necessary.
- 2.5 Cleaning of toilet areas and ensuring adequate toilet requisites are distributed.
- 2.6 General portorage duties.
- 2.7 Maintaining all outside steps, playgrounds, approaches and drain grids in a clean condition and emptying all waste paper receptacles daily.
- 2.8 Cleaning of interior windows, light shades and fittings at least once per term, including the changing of light bulbs as necessary. All of these tasks to be carried out up to a height of 11 feet.
- 2.9 Reporting any obvious deficiencies in the heating and/or domestic hot water system as a matter of urgency.
- 2.10 Reporting any faulty fire fighting equipment.
- 2.11 Carrying out any other associated duties as directed by the BSS or any authorised officer commensurate with the grading/level and nature of the job.
- 2.12 To deputise for the BSS or Senior Shift Supervisor in their absence, including key holding duties as appropriate.