

**PRIORY SCHOOL, SHREWSBURY
JOB DESCRIPTION – CLEANING ASSISTANT**

Job Spec: 15 hours per week, 3 hours a day
Contract: permanent
Term: 46.62 weeks per year, term time plus 3 weeks
Salary: SCP 6 - £15,014 pro rata

PURPOSE OF THE JOB

Duties may include working in all types of rooms, including offices, classrooms, halls, corridors, cloakrooms and toilets.

MAIN RESPONSIBILITIES AND TASKS

The normal duties of the postholder will usually include the following:

- To be responsible for cleaning certain parts of the school site as allocated by the Site Manager (this may vary from time to time).
- To use cleaning materials as instructed by the Site Manager.
- To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and polishers.
- Duties to include the following:
 - Food technology areas including all work surfaces and flooring, Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces, also put out warning signage
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets, etc.
 - Windows to be cleaned periodically
 - Checking and closing windows, switching off lights after work
 - Such other duties as may be allocated from time to time
 - All defects/hazards must be immediately reported to the Site Manager or Operations Manager.

Signed _____ Date _____
Site Manager

Signed _____ Date _____
Employee

Note: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

