



Wakefield Grammar School Foundation

JOB DESCRIPTION

Post Title:	Cleaner
Department	Cleaning
Responsible to:	Cleaning Manager
Responsible for:	Nil
Job Purpose:	To undertake cleaning of all school sites and its facilities, maintaining high standards of work, cleanliness, hygiene and safety.
Grade:	WGSF Grade A

Main duties and responsibilities which could include

Daily:

- Wipe clear surfaces – desks/tables/mirrors
- Dust all areas
- Clean computer screens and televisions
- Empty waste bins and recycling bins
- Close windows
- Renew hand sanitiser
- Renew soap
- Renew toilet rolls
- Clean sinks
- Clean toilets
- Wash dishes
- Sweep and mop floors
- Vacuum carpets
- Remove scuff marks from floors
- Polish furniture
- Clean brasses
- Clean shower cubicles

School holidays:

- Wash walls and skirting boards
- Wash desks and chairs
- Clean windows
- Scrub, wash and polish floors and steps
- Clean carpets
- Buff floors
- Wash lockers
- Clean light fittings and blinds
- Remove curtains for washing and re-hanging
- Clean inside cupboards and draws
- Remove blue tac, chewing gum and play dough from carpets and furniture
- Defrost and clean fridges/microwave ovens
- Empty vacuum cleaner and replace bags.

- Strip floors of polish and reapply new polish
- Remove shower curtains wash and replace
- Clean and wash whiteboards
- Stack chairs, clean toilets and dining area after Kings Camps (QEGS only)

General

All Foundation staff are expected to:

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils and colleagues.
- Wear Personal Protective Equipment (PPE) as required by any Foundation Risk Assessments.
- To be aware of and comply with policies and procedures relating to Child Protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- To carry out any other duties as reasonably requested by the Cleaning Manager or any other Senior Manager commensurate with the grade of the post.

PERSON SPECIFICATION – CLEANER

Applicants are likely to have most of the following in order to undertake the job competently although training will be given:

- Previous cleaning experience
- An understanding of Health and Safety issues including COSHH (Control of Substances Hazardous to Health)
- Knowledge of cleaning equipment, chemicals and materials.
- Good communication and interpersonal skills to interact with staff and pupils.
- Able to use own initiative and work independently.
- Flexible and able to adapt to changing demands.
- An empathy with the ethos and values of WGSF.

April 2021