



## **WESTCLIFF HIGH SCHOOL FOR BOYS JOB DESCRIPTION: CLEANER (COVER POSITION)**

**15 hours a week, 6am – 9am, Mon – Fri,  
term time only, plus 5 inset days  
Pay Scale 2, currently £8,410 per annum (£23,656 FTE)**

The Cleaner is responsible for:

- Undertaking cleaning duties efficiently, safely and to the satisfaction of your line manager.
- Assisting in maintaining and cleaning the School to ensure its readiness for teaching and other activities undertaken on the premises.
- Working co-operatively with other team members to ensure that the School's cleaning requirements are fulfilled.
- Complying with the School's health and safety policy and ensuring that all duties are conducted following necessary regulations, making use of appropriate protective clothing and following manual handling procedures, as required.

The Cleaner will have particular regard to the following points: S/he

- shall use appropriate equipment, materials and detergents for designated areas;
- shall ensure that the equipment used to undertake cleaning duties is kept in good working order and that their line manager is informed when replenishment is required and if there is a fault with equipment;
- shall ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area;
- shall ensure adequate stocks of cleaning materials are maintained and inform their line manager when items need to be replenished using the appropriate ordering procedure;
- shall report any damage or maintenance required within the School premises to their line manager;
- shall ensure that windows are shut, lights turned off and doors locked before leaving the area;
- shall collect up personal possessions left by teachers or students and move to lost property if appropriate; Valuables should be passed to Reception staff;
- shall empty bins into appropriate refuse sacks and take waste to the appropriate disposal point;
- shall deal with hazardous/infectious solutions and materials, for example, broken glass, in accordance with agreed safe working practices, removing waste to designated areas;
- shall clean up body fluid and vomit as required;
- shall clean toilets, sanitary areas and washrooms to the required standard;
- S/he will unblock any toilet blockages found when cleaning bathrooms. If there are more serious pipework issues these should be reported to their line manager;
- shall clean all surfaces, fixtures and fittings using the appropriate method;

- shall clean and polish glass in doors and partitions;
- shall sweep, mop, polish, buff and/or vacuum designated areas as required;
- shall wash and disinfect fixtures and items as required, including drains, sinks and bins;
- shall clean window ledges, cupboards tops and other like surfaces;
- shall remove and replace furniture as required;
- shall collect litter from around the School premises as and when required;
- shall undertake seasonal duties as required, for example duties during the School holiday periods may differ at the discretion of their line manager and the Headmaster;
- shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff;
- shall undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage;
- shall attend School events as required;
- shall attend relevant meetings and training sessions;
- shall follow the signing in and out procedures in place at the time of starting work and when finishing work;
- shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.

- Revised March 2025