





# Bradford School

Growing a community of happy confident lifelong learners

## Part-time Cleaner

### Job Description

**Name:**

**Employed by:** Bradford Board School of Trustees

**Hours:** 15 hours per week term time (plus additional 5 further weeks during term breaks)

**Responsible to:** The Principal

#### Job Purpose and Goals to:

- Ensure our school environment is clean and hygienic - maintained to a high standard at all times.
- Ensure the school is hygienically safe for staff, students and visitors.

#### Personal traits and qualities:

- Has a positive attitude towards the job, the students, and staff.
- Has the ability to work independently and can be relied on to organize and use time effectively.
- Can use initiative and also take direction when needed.
- Can be delegated tasks and complete.
- Has integrity and is loyal to the school
- Respects and values the staff, children and community.
- Has a pride in the work they do and in the school

#### Key Tasks and Responsibilities:

Area	Frequency	Tasks
Office	Daily	Vacuum carpets Damp wipe clear tables and ledges Empty rubbish bins
	Weekly	Dust / damp wipe desks as accessible Dust ledges, skirtings, doors and window sills Disinfect and dry light switches and phones
	Termly	As above, plus dust filing cabinets, light shades and shelves

		Clean windows
<b>Staffroom</b>	<b>Daily</b>	Vacuum carpets Mop / disinfect vinyl with hot, clean water Damp wipe, disinfect and dry bench tops and tables Disinfect sink, plug hole, and taps Wipe down the outsides of cupboards, boil and brew, fridge as needed Empty rubbish bins (wash out/wipe as needed) Disinfect and dry sink
	<b>Weekly</b>	Dust skirtings and window sills Disinfect and dry light switches and phones
	<b>Termly</b>	As above, plus clean fridge, microwave and oven interior Dust light shades Clean windows
<b>Foyer/ Entrance</b>	<b>Daily</b>	Vacuum carpets Clean glass doors at both entrances
	<b>Weekly</b>	Dust skirtings and window sills Disinfect and dry light switches Wipe tables and shelves
	<b>Termly</b>	As above plus Clean windows
<b>Classrooms</b>	<b>Daily</b>	Vacuum carpets Empty rubbish bins and replace liners when needed Spot clean glass door at entrance Rooms 1 / 2 & 3 - disinfect and dry table surfaces Room 2 - clean stainless steel bench and sink area
	<b>Weekly</b>	Damp wipe / disinfect desk tops Dust skirtings and window sills Disinfect and dry light switches Mop hard floor areas Spot clean doors as needed
	<b>Termly</b>	As above plus Dust all surfaces, including shelves, high window ledges, active boards, light shades Clean windows
<b>Toilets</b>	<b>Daily</b>	Clean and disinfect toilets inside and out Clean and disinfect toilet seats and pipes Clean and disinfect urinals, inside and out Clean, disinfect and dry door handles, light switches, basins, hand driers, soap and towel dispensers Check and replenish soap, toilet paper and paper towels as needed Mop floor with disinfectant, hot, clean water *Change water between each block of toilets

<b>Cloak Area</b>	<b>Daily</b>	Clean, disinfect and dry sink and bench top Mop floor (including stairs) with disinfectant, hot, clean water
	<b>Weekly</b>	Scrub stair edges Dust and damp wipe skirtings and sills Wipe table and surfaces Clean glass panels on doors into R6, R4 and the double doors leading outside
	<b>Termly</b>	Buff hard floor areas Damp wipe and dry tops of cupboards / all surfaces Clean windows
<b>Library / Hot house/ Resource room and 'Igloo'</b>	<b>Twice a week</b>	Vacuum carpet (at least twice a week, and as needed) Mop vinyl in library (once a week) Dust and wipe desk, tables, skirtings, sills Wipe and disinfect light switches and spot clean glass and doors
	<b>Termly</b>	Dust all accessible surfaces including shelves, light shades, rafters Clean windows Buff hard floor areas

#### **Further responsibilities:**

- Participate in training relevant to the Cleaner's role
- Use colour coded systems for cloths to ensure no cross-contamination
- Wash and dry cleaning cloths regularly (allowance for this)
- Ensure all cleaning products are locked away in the advised cupboards in the caretakers shed when not in use
- Ensure any cleaning products are labelled
- Keep cleaning products, equipment tidy and organized
- Look after equipment
- Advise the Principal or Health and Safety staff rep of any hazards noticed immediately and note them in the Caretakers book located in the staffroom
- Advise the secretary when cleaning supplies need to be replenished
- Ensure all doors are locked and secure and the school alarm is set when leaving.

***Hours worked will be 15 hours per week in term time, averaging 3 hours per day Monday - Friday. While there is flexibility in start time, start time needs to be after 3pm and no later than 5pm. A total of 5 further weeks of 15 hours per week during term breaks will also be worked - one week of each of the Term 1, 2 and 3 term break and two weeks in the summer break.***

***It is the responsibility of the cleaner to ensure all doors are locked  
/windows secured and alarm set upon leaving each day.***

**Signed by \_\_\_\_\_ Date**  
**Principal**

**Signed by \_\_\_\_\_**  
**Cleaner**

**Appraisal Timetable for reflection on goals and progress:****Term 1** - March - update job description and goals**Term 2** - May - Evaluate**Term 3** - August - Evaluate**Term 4** - Oct / November - Evaluate**Goals and objectives**

<b>Goal</b>	<b>Expected Outcome</b>	<b>What's needed</b>

**Evaluation of goals Appraisee:****Evaluation of goals Appraisor:**



