



## Farney Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

### Job Description

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**Job Title:** Cleaner

**Reports to:** Estate Manager

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#### Job Purpose

To clean the allocated areas within the site using safe working practices (including the safe storage of chemicals) to make sure that the building is hygienically clean, enhancing its appearance.

#### Main Tasks

- Liaise closely with other members of staff to make sure the building is cleaned safely in accordance with health and safety regulations and display signage, eg warning persons of wet floors.
- Clean allocated rooms/ areas according to the agreed cleaning routine.
- Ensure that all floors are cleaned and maintained to a high standard appropriate to the surface (i.e. Vacuum carpeted areas, mop and polish wooden floors).
- Clean / dust all ledges, skirting boards and shelves periodically as required.
- Damp-wipe all paintwork.
- Clean/ dust all pictures and decorations.
- Clean and polish desks and other furniture as required to remove dust and maintain a shine where appropriate.
- Clean toilets and sinks using approved cleaning materials to maintain a germ-free surface and minimise the risk of the spread of infection. The toilets should be inspected at regular intervals throughout the day (if applicable). Toilet brushes should be cleaned regularly. The post holder is responsible for ensuring that toilet paper, soaps and hand towels are readily available.
- Close windows left open at the end of the day and open or lock up when required.
- Make sure all cleaning materials and chemicals are stored away securely and safely at the end of the working day.
- Report any damage to the fabric of the building or to furniture to the line manager for maintenance work to be carried out.

*This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.*

*The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder during their annual appraisal.*

*The post holder is expected to comply with all relevant Farney Close policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.*

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

18.09.2023