



SCARBOROUGH COLLEGE JOB DESCRIPTION

Job Title:	Cleaner	Reports to:	Cleaning Supervisor
Date Reviewed:	August 2024		

Role Overview

To perform cleaning and domestic duties in all parts of the College and boarding houses.

Key Responsibilities

- Daily cleaning of areas, including classrooms, offices, staff rooms, corridors and stairs, furniture and fittings, emptying of bins, replacement of refuse sacks, and the replenishment of paper towels and toilet rolls.
- The daily cleaning of sanitary areas, sinks, washbasins, toilets, floors and all furniture and fittings.
- The periodical cleaning of walls and paintwork, skirting boards, radiators, floors, blackboards, whiteboards, windows (internal), furnishing and fittings.
- To follow the prescribed cleaning methods and schedules as instructed.
- The use of vacuum cleaners and periodic use of polishing machines and a carpet shampooing machine.
- To look after and clean daily all equipment, machinery and the domestic storage areas which should be left in a tidy condition.
- To report any faults in equipment, machinery, fixtures and fittings, to the Cleaning Supervisor.
- Responsibility for locking up College buildings as part of end of day closing duties.
- To perform any other duties or tasks as may be required to ensure the smooth and efficient running of the College as directed by the Cleaning Supervisor.
- Report maintenance/repair requirements to the Cleaning Supervisor.
- Support the cleaning/tidying aspects of College activities such as concerts and meetings.
- To report any accident immediately and to perform all duties in accordance with the school policy on Health and Safety.
- Attend any staff training or development as deemed appropriate and directed by the Cleaning Supervisor.
- At all times to be courteous to pupils, parents, staff and visitors to the College, and to maintain a high standard of appearance and conduct.

Hours of Work

Monday to Friday, 4.00 p.m. - 8.00 p.m. during term time, with some flexibility possible during school holidays.