

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Cleaner

Start date: February 2021

We are looking for an experienced, flexible cleaner, to work as part of a small team that is responsible for cleaning all areas of the school. The person must be fit and able to do moderate lifting. Experience of using a buffer would be useful but not essential.

The position is part-time (15 hours per week), with 20 working days holiday per academic year, including the Christmas/New Year period, when the school is closed for 2 weeks. All holidays must be taken during the school holidays.

Cleaning Schedule of Works

Daily:

- Empty Rubbish Bins
- Clean desk tops, including offices
- Vacuuming of Carpets
- Clean inside and outside surround sinks and work tops
- Clean taps
- Damp mopping of hard floors
- Clean wash basins and toilets with appropriate cleaner provided
- Fill up toilet roll, hand soap and paper towels etc.
- Mopping toilet floors and cleaning skirting boards with disinfectant
- Clean/polish handrails and balustrades/mirrors
- Empty drip tray in water fountains
- Wipe tiles

Weekly:

- Dust photographs, pictures, fire extinguishers, computer screens/telephones
- Damp wipe external doors (outside)
- Sweep down exterior steps and porches
- Remove marks from interior doors and dust from window ledges
- Dust and clean skirting boards
- Polish brass plaques

- Wipe telephones

Termly:

- Clean all surfaces of furniture including classroom desks and chairs
- Clean away cobwebs, move furniture and clean underneath
- Thorough clean all floor surfaces including removing old polish and buffing
- Wipe marks off walls, including blue tac
- Clean inside of windows
- Clean sinks and worktops
- Clean out Fridges, Freezers and Dishwashers
- Wipe down Oven hobs and clean ovens
- Run dishwashers through just before term starts

***and any other duties as required by the Headteacher.**

This job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive/exhaustive list.

From time to time, the cleaning team may be asked to stay later after an event or come in over the weekend, to help tidy an area in preparation for the next morning.

Regular working hours, during term time: 4.45pm – 7.45pm; during non-term: 3.00pm – 6.00pm.

Part-time hours: 15 per week

Application deadline: 05/02/2021

Expected start date: 21/02/2022