

## **CLEANING STAFF – REIGATE GRAMMAR SCHOOL**

The Cleaning Team is responsible for the direct cleaning services and coverage of events as instructed by the Cleaning Team Leaders and Cleaning Manager maximising the resources available within the team and the safe use of equipment and consumables (cleaning materials). This is a “hands on” role.

The Cleaning Team will work the hours as agreed in their contracts. These hours may be flexed in agreement with the Cleaning Manager or Estates Manager in line with school requirements.

The Cleaning Team reports directly to the Cleaning Manager and/or Cleaning Team Leaders.

### **The key requirements are:**

- Participate in training, question if unclear and share knowledge openly and clearly with other team members
- Understand the uses and applications of chemicals as per the COSHH file and Risk Assessment information and apply to the work as required and directed. If unsure always check.
- Complete your tasks to the standards required and work fairly with other team members ensuring you do your share of the tasks using the equipment and materials safely at all times.
- Work safely paying due attention to what is going on in your area/s of work – use signage, check equipment, avoid trailing vacuum leads etc.
- Provide cover during absences and encourage other team members to do the same
- Support and co-operate with the Cleaning Manager and Team Leaders in dealing with changes to the work schedule, rota and movement of staff to different areas.
- Report any concerns or issues to the Cleaning Manager and Team Leaders regarding any issues with team members or other general site issues spotted whilst doing your work.
- Arrive for shift on time, suitably dressed in clean uniform, neat and tidy, ready to complete your full shift to the high standard expected.
- Advise the Cleaning Manager in time of any issues that might affect the completion of your shift so that alternative arrangements can be made and timely cover put in place.
- Carry out other duties as required by the school (in line with the core services provided) and as requested by the Cleaning or Estates Manager
- Reporting anything suspicious to Manager or Estates/Porters
- Being mindful of the students
- Treating work colleagues and others with respect

### **The key general cleaning tasks to be undertaken are:**

- Sweeping of classrooms, laboratories, stairs, toilets, corridors
- Vacuuming all carpeted areas
- High and low level dusting e.g window frames, tops of lockers, window ledges, skirting's, security sensors, etc
- Cleaning tables and chairs with multi-purpose cleaner and cream cleaner
- Polishing wooden desks
- Cleaning computer equipment e.g screens and keyboards
- Polishing lockers
- Cleaning toilets using brush and toilet cleaner – bleaching on Fridays
- Cleaning urinals using brush and toilet cleaner
- Mopping floors in corridors, toilets, and halls using the correct colour coded buckets and mops
- Empty general waste bins in a safe manner especially from science
- Recycling paper, card, glass and tins
- Cleaning walls with suitable chemicals and materials
- Cleaning kick plates on internal doors
- Cleaning all glass and mirrors
- Cleaning banisters – wooden, metal, glass, stainless steel
- Cleaning inside and outside of lifts

- Cleaning water fountains' exteriors and taps
- Machining floors with buffing and scrubbing machines
- Shampooing carpets
- Applying various chemicals to floors for shine
- Cleaning areas where body fluids have been messed e g vomit, in a safe and hygienic way
- Sanitising taps and water fountains
- Shampooing fabric upholstered chairs
- Polishing brass
- Removing marks from PVC doors
- Lining general waste bins with black bags
- Lining recycling bins with clear bags
- Disposing of general waste and recycling in the bins provided
- Cleaning white boards with Fairy liquid
- Sanitising tables and chairs in RSM to prevent bacteria spreading
- Cleaning basins with cream cleaner
- Cleaning off lime scale on stainless steel sinks and taps using toilet cleaner
- Scouring porcelain sinks in Art and DT departments, with Vim
- Washing out fridges during deep cleans and other holidays
- Scrubbing stairs
- Assisting with maintenance of the poolside
- Collecting lost property and sorting it twice per year – Easter holidays and summer holidays
- Ensuring that cleaning signs are displayed correctly when working
- Daily awareness of health and safety arrangements and action accordingly
- Checking equipment after use e g carpet machines
- Rolling up Hoover leads carefully
- Checking Hoover leads before each use
- Bringing in bins from outside Harrison Centre each evening
- Communicating with Estates staff on various matters

For further details please email: [met@reigategrammar.org](mailto:met@reigategrammar.org) or telephone the Cleaning Manager on 01737 222231 ext. 465