



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job title	Cleaning Operative
Hours of work	In accordance with the respective contract
Safer recruiting	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
Main purpose of the job	Clean the specified area to the set standard ensuring a safe, clean and hygienic environment
Reporting to	Cleaning Supervisor
Main responsibilities and duties	<p>Cleaning duties include:</p> <ul style="list-style-type: none"> • Cleaning the toilets & wash basins daily, replacing toilet tissue and soap as required • Emptying bins daily and replacing them with clean waste sacks • Washing all worktops and tables daily with the correct cleaner • Mopping all hard floor areas as necessary and removing any marks as they appear • Vacuuming all carpeted areas daily • Wiping down window ledges and banister areas as necessary • Requesting cleaning products via the cleaning supervisor as required • Ensuring that all doors and windows are locked at the end of your work unless another member of staff is still present • Complicity with all COSHH safety standards and wearing the correct personal protective equipment • Reporting any hazards pertaining to health and safety of themselves and others <p>You may be required to use Scrubber/Drier machines or buffing machines.</p> <p><i>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i></p>

