



School Cleaner - Job Description

First impressions are extremely important and it is essential that The Downs Preparatory School appears as well looked after as is possible to all that visit the School. Charlton House is a wonderfully historic building set in a stunning location, however, a significant amount of work is necessary to ensure that it is seen at its best at all times.

The Cleaning Team play a vital part in the presentation of the School. During term time, this involves general presentation but closure in the holidays also allows for in-depth cleaning three times per year.

The following list highlights some of the roles of the cleaner however, due to the nature of the work this list is not exhaustive.

School Buildings

Public Rooms: Hoover, sweep and polish hard wood floors, dust all surfaces, polish stair rails.

Classrooms: empty bins, wash tables, Hoover, sweep and polish hard wood floors, dust all surfaces, clean sinks.

Offices: empty bins, dust all surfaces, Hoover.

After Care Room: empty bins, wash tables, Hoover, dust all surfaces, clean sinks.

Toilets in School Buildings: clean toilets, toilet seats, fill toilet paper holders, fill paper hand towels, fill soap dispensers, sweep floors and mop

Corridors: dust all surfaces, Hoover floors, sweep hard floors and mop.

Sports Hall & Sports Pavilion: clean toilets, toilet seats, fill toilet paper holders, fill paper hand towels, fill soap dispensers, sweep floors and mop

Stock Control

The School holds significant stocks of cleaning and sanitary materials. The cleaning team has responsibility for good management of materials and ensuring that they are out of reach of children.

Electrical equipment must be carefully maintained and any faults brought to the attention of the Facilities Manager.

July 2021