



BREDON
SCHOOL

Accommodation Services Assistant

Job Description

Post: Accommodation Services Assistant / Cleaner

Supervised by: Assistant Bursar - Estates

The Accommodation Services team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each Assistant will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Assistant Bursar - Estates staff will clean other areas as required.

The Assistant Bursar - Estates will monitor the cleaning as it is their responsibility to ensure the high standards of cleanliness are reached and maintained. From time to time the Headteacher / Senior Bursar or Assistant Bursar - Estates will also carry out spot checks on any aspect of cleanliness they feel is appropriate.

Main Duties

Daily:

1. Toilets / shower blocks / changing rooms:

- Clean lavatory basins with appropriate cleaning materials provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet paper dispensers in each cubicle
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork where needed + Remove cobwebs
- Empty black sacks / rubbish bins
- Clean and mop floor with appropriate cleaning products
- Shower trays / glass cleaned daily
- Shower heads cleaned with appropriate cleaner
- Clean all pipe work and the back of toilets and under sinks

2. Classrooms / Common Rooms / Music Rooms / Offices /Garden Cottage/ Staff Room / Library Areas:

- Vacuum (Spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, mop.
- Furniture / desks – damp dust, all removable furniture e.g. trolleys must be pulled out and cleaned under
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges where needed)
- Bins – empty daily and wipe over
- Clean inside and outside surrounds of sinks

- Doors – remove marks from glass, doors and walls
- Clean telephones
- Wipe out all fridges
- Remove any cobwebs

3. Farm / Metalwork / Woodwork / Science Labs / Art Rooms

- Vacuum (Spot clean where necessary)
- Vacuum / sweep and mop boot room daily
- Hard flooring – dust control sweep or vacuum, mop daily.
- Furniture / desks – damp dust, all removable furniture e.g. trolleys must be pulled out and cleaned under
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges where needed)
- Bins – empty daily and wipe over
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Remove any cobwebs

4. Corridors

- Hard flooring – dust control sweep or vacuum, mop
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Polish brass door handles and door plates
- Doors – remove marks from glass, doors and walls

5. Stairs

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop, polish when required. Remove any cobwebs
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

6. Medical Centre / Home Economic Room

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect all work surfaces, kitchen units and tiles
- Polish mirrors
- Wipe windowsill
- Clean Lavatory and basin with appropriate cleaner provided
- Clean and mop floors
- Clean Telephones

7. Dorms / Common Rooms / Landing Kitchens

- Clean sinks inside and outside with appropriate cleaner
- Empty Bins daily and damp wipe monthly
- Furniture / desks – damp dust (all removable furniture must be pulled out and cleaned under monthly)

- Vacuum daily (spot clean where necessary)
- Remove marks from walls, doors, glass where necessary
- Polish mirrors
- Wipe Paintwork where necessary
- Wipe and disinfect all work surfaces, kitchen units and tiles
- Wipe out all fridges weekly
- Sweep and mop all hard surfaces daily

8. Any other appropriate duties as required by your supervisor:

- Extra duties may be required from time to time by your supervisor
- From time to time you may be asked to undertake unpleasant tasks as and when required.
- Change of areas are sometimes required

N.B this job description contains the most important duties and tasks regarding the job to be done.

It is not an exclusive / exhaustive list.