



ST JOHN'S SCHOOL
A Merchant Taylors' School
Potter Street Hill, Northwood, Middlesex HA6 3QY

JOB DESCRIPTION

FUNCTION: Support Staff
JOB TITLE: Cleaning Assistant
DEPARTMENT: Maintenance

THE SCHOOL:

St John's is an independent boys' preparatory school with approximately 350 pupils aged three to thirteen years. The School is situated on a stunning 35-acre site in Northwood, Middlesex. Founded in 1920, the School is now owned by the Merchant Taylors' Educational Trust.

PURPOSE & SCOPE OF JOB:

We are seeking a reliable and motivated cleaning assistant to provide cleaning to designated areas within the School. Previous experience of working in a school would be advantageous.

ORGANISATION:

The role is under the supervision of the Head of Cleaning, and you will be working as part of a team of Cleaning Assistants.

DUTIES INCLUDE (NOT EXCLUSIVELY):

- Clean in accordance with supervisor's checklist
- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard
- Emptying of litter bins, and replace liners, removing waste to designated areas
- Cleaning of working surfaces and other furniture as directed
- Computer screens / keyboards - wipe
- Skirting boards, window ledges / frames to be kept clean
- Remove cobwebs from all areas with brush supplied
- Sinks to be cleaned with appropriate cleaner (if empty)
- Mirrors - spray / wipe
- Glass doors to be wiped clean
- To ensure that all housekeeping tasks are carried out to comply with the Health and Safety Policy
- You will be expected to undertake any training required
- To ensure cleaning stores, equipment and materials are kept clean and tidy at all times and are used in a cost effective manner

OTHER USEFUL INFORMATION:

- A uniform will be issued
- Jewellery, except wedding rings, must not be worn
- Safety shoes can be provided