

JOB DESCRIPTION – PREMISES STAFF

Hours: 15:30 – 17:30 (10 hours per week) Monday – Friday

DUTIES

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Ensure food waste is not contaminated with any other type of waste, must be segregated
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Suction cleaning carpeted areas and “spot” cleaning carpets
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fittings
- To sterilise desk tops daily
- To clean toilets, hand-basins and all sinks, including classroom sinks daily
- To use such chemical agents as directed by the supervising officer (after receiving proper instruction and training)
- To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm’s extension from the floor level, during periodic cleaning maintenance programmes
- To carry out any other reasonable duties within the overall function of the role.

June, 2025