



TE KURA TAKIWA O MANGAKAHIA

MANGAKAHIA AREA SCHOOL

1480 Mangakahia Road, Titoki, Whangarei, 0172
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CLEANER JOB DESCRIPTION

RESPONSIBLE TO:	Principal
FUNCTIONAL RELATIONSHIPS:	Senior leadership team Teachers Support staff
PRIMARY OBJECTIVES:	<p>The role is to ensure that the school is kept clean, tidy and hygienic.</p> <p>Acknowledgment and commitment to upholding the Mangakahia Area School's Common Code of Practice. Confidentiality, professionalism and agentive discourse is expected in every facet of employment.</p>
DAYS AND HOURS OF WORK:	<p>3 hours per day, Monday - Friday, term time only. The actual hours worked are flexible but you must sign in and out at the end of each shift.</p> <p>Up to 40 hours can be worked during each holiday period and up to 60 hours over the summer break. These holiday hours will be paid through a timesheet.</p> <p>Any additional hours will be paid through a timesheet and must be approved by the principal in advance.</p>
PERSONAL ATTRIBUTES:	<p>Reliable and hardworking.</p> <p>Organised and efficient.</p> <p>Good communication skills.</p>
KEY SKILLS:	<p>Ability to work as part of a team and collaborate effectively with teachers and other staff.</p> <p>Flexibility and the ability to adapt to the requirements of the school.</p>

OUTCOMES

REGULAR CLEANING

- Complete all cleaning tasks in allocated areas of responsibility according to the attached schedules:
 - Daily tasks
 - Weekly tasks
 - Termly tasks
 - Holiday tasks
 - To share the cleaning load when another member of the team is absent.
 - To proactively clean other areas which need attention.
- *Please note that areas of responsibility may change in response to the differing needs of the school, (eg, when a block is being upgraded). These areas of responsibility are subject to change as required and will be frequently reviewed to ensure a fair workload between the cleaning team*

HEALTH AND SAFETY

- Ensure the safety and well-being of students at all times.
- Be familiar with and follow school policies on health and safety, including protocols for dealing with emergencies.
- Report any maintenance issues using the school's maintenance log as soon as possible.
- Bring any significant health and safety concerns to the attention of the principal
- Be proactive in maintaining your own wellbeing and seek support when needed.

DECLARATION

Approved by:	<i>Rachel Clothier-Simmonds, Principal</i>
Date approved:	<i>03.12.24</i>
Reviewed:	<i>Discussed with cleaning staff on 22nd January, 2025. Adjustments made accordingly by CSR. Adjusted on 09.12.25.</i>
Appointee signature:	
Start date:	<i>02.02.26</i>
Principal signature:	
Date:	

Schedule of duties – School Cleaning

Cleaners Schedule: Daily

Blocks:

- Senior rooms, toilets and attached rooms
- Library
- Link block and toilets
- Junior block classrooms, toilets and attached rooms
- Swimming pool toilets and changing rooms
- Hall/Gymnasium, toilets and changing rooms, foyer and toilets
- Community rooms
- Tech Food classrooms, toilet, foyer and laundry area
- Tech Wood classroom, toilet, foyer and attached rooms
- Art block rooms and offices
- Administration block, offices, staffroom and toilets

Daily tasks (summary): *(See Appendix 1: A specific set of tasks for each area of the school)*

- Empty all bins All rubbish from classrooms/offices etc should be placed in the mobile plastic bin associated with each block of the school (or designated bin if it is servicing a small area) The green bin will be checked/emptied by the Caretaker
- Vacuum all carpet areas
- Wet mop all toilet areas, kitchens
- Sweep, vacuum or mop uncarpeted areas
- Tidy up kitchen including stacking/emptying dishwasher
- Check/replenish all toilet consumables (hand towels, toilet paper and soap)
- Flush and brush all toilet bowls, wipe with disinfectant all toilet seats
- Wipe clean hand basins and surrounds
- Wipe all benches and sills in all areas
- Spot clean all main entrance windows in hall and classrooms
- Spot clean dirty windows especially front entrances
- Spot clean marks off low cupboards, windows and glass door panels as required
- Turn off all lights
- Lock all doors
- Alarm all areas of the school prior to leaving (unless by prior arrangement)

Holiday Roster: Up to 40 hours by arrangement during each holiday period and 60 hours during the Summer holiday period)

All daily tasks plus:

- De cobweb all rooms (*up to 3m using provided safety equipment if needed*)
- Clean windows inside and out to a height of 1.8m
- Pull out furniture, dust and vacuum and high dust/vacuum in the wood tech room
- Strip and seal lino floors
- Clean walls in classes, hallways and toilets
- Clean bench tops, sinks and work benches to be clean and dusted
- Clean all ledges, shelving, heaters and other fittings
- Carpet areas, thoroughly vacuumed
- Clean walls, wipe down cupboards and white ware
- Clean ovens
- Clean scuff marks off floors

Leave 1 hour aside to clean admin and staff room at the end of the holidays

General Guidelines:

If a room has all the chairs down let the caretaker know why the room has not been cleaned. Staff will be asked to assist by leaving the rooms in a reasonably tidy state. Communicate any concerns (eg, the room has been left in an extremely messy state) to the principal through the daily sign in book so that any issues can be addressed in a timely manner. It is also important to report any health and safety concerns using the school's procedures and to request any equipment required to be able to perform the role in a safe and efficient way. All cleaning resources can be ordered by the office staff by completing the relevant form.

NB. The following provisions may apply during the holiday clean.

When an employee's work period is over 4 hours they are entitled to a 10 minute paid rest break and a 30 minute unpaid meal break and if it is over 6 hours they are also entitled to a second 10 minute paid rest break.

Signed: _____

Date: _____

Schedule of Duties

Tasks	Outcome
Weekly Cleaning	That the school is cleaned in accordance with the schedule below: <ul style="list-style-type: none">• Liaising with the admin staff for supplies• Any problems requiring maintenance will be reported in the first instance to the Caretaker and then to the principal
Holiday Cleaning	<ul style="list-style-type: none">• During the holidays other aspects of cleaning will be attended to e.g. window cleaning, stripping lino floors.• Holiday cleaning will be discussed with the principal at the end of each term to establish current needs.