

RATE OF PAYMENT FOR SCHOOL CLEANERS.

Grade	Schools whose total average attendance does not exceed So	Per Month.
I. & II.	Do. Do.	120
III.	Do. Do.	180
V.	Do. Do.	250
VI.	Do. Do.	350
VII.	Schools where average attendance exceeds 350

One Month's notice to terminate the engagement to be given by either side.

The Bucks County Education Committee will consider cases where the Managers are of opinion that the application of the above grading produces any hardship.

Having read the above list of duties of School Cleaner

I, *W. S. A. Joiner* (Name in full)

hereby agree to execute the same in regard to

..... School

at the salary of.....per calendar month

beginning from..... 190

Signed.....

Date.....190

Signed on behalf of the Managers,

.....Correspondent.

Three copies should be signed, one to be preserved by the School Cleaner, one by the Managers, and one to be forwarded to the Secretary, Education Office, Aylesbury.

C. G. WATKINS,

Secre

DRAFT.

CIRCULAR E. 39.

BUCKS COUNTY EDUCATION COMMITTEE.

Duties of School Cleaners.

A School Cleaner, as distinct from a Caretaker, is a person whose whole time is not occupied in these duties.

The List of Duties is not suggested as being applicable to all Schools, and may be modified to meet local requirements.

DAILY DUTIES.

1. Not later than 7 o'clock a.m., to light all the fires, unless otherwise directed by the Head Teacher.

2. Not later than 8 o'clock a.m., to dust all forms, desks, window-sills, and school furniture; to place in the rooms a supply of coals, ready for use as directed by the Head Teachers, and to arrange the furniture and apparatus for use.

3. After the close of the afternoon school, or after every evening meeting, to sweep the main rooms, class-rooms, cloak-rooms, galleries, lavatories, entrances; to wash the conveniences, and flush the urinals; * to see that the flushing arrangements (if any) work properly, and to report to the Correspondent immediately any bad smells arising from the drains or anything that may be defective in them. Wet sawdust to be used in sweeping wherever it can be obtained.

4. * To clear the yards and playgrounds of dirt, paper, and rubbish, and to clean out the gullies in the playgrounds; to see that the dust bins are emptied as often as necessary; to clear away snow from the approaches and playgrounds (when necessary).

* Managers may find it necessary to employ a man specially to deal with closets, dustbins, removing snow, etc.

5. To wash out the lavatory basins. To see that all doors and windows, when not left open for ventilation, are properly secured each evening.

6. To turn off the gas and water at the meters, where such exist, at night, for the purpose of preventing waste, and in the winter to take every reasonable precaution in order to prevent the water freezing in the pipes.

7. To see that rooms are properly ventilated before and after the school hours.

WEEKLY DUTIES.

8. To wash the cloak-rooms, lavatories, entrances, fireplaces, conveniences, and flags: to black and shine stoves.

9. To wash the towels and dusters used in schools, and to put up clean towels.

MONTHLY DUTIES.

10. At the discretion of the Head Teacher, to wash the inkwells, desks, and blackboards; to clean the glass in the classroom doors and partitions; and to dust the blinds, maps, diagrams, and pictures. Inkwells must be washed in buckets and not in lavatory basins.

MISCELLANEOUS DUTIES.

11. Every alternate month, (except where otherwise ordered by the Managers), to wash the floors of the main-rooms, class-rooms, the galleries, and stonework. In the case of Infant Schools and Departments, this should be done monthly.

12. Twice yearly to wash all paint, sweep all inside walls, and clean all furniture. To clean the inside of all windows, and also the outside of such windows as are within reach, as often as may be necessary, but not during school hours. Windows which are difficult of access must be cleaned twice a year. (It may be necessary to employ a man specially for this work.) Cleaning operations should be

done, as far as possible, at the end of the holidays and completed at least two clear days before the school resumes its meetings. If the weather is damp and cold, fires must be maintained for one or two whole days after such cleaning.

13. To provide, at their own cost, all dusters, floor cloths, soap, black-lead, soda, and other cleaning materials required in the above duties: brooms and brushes will be provided.

14. To see that no placards, notice boards, etc., are affixed to the premises unless sanctioned by the Managers.

15. To report immediately to the Head Teacher and the Correspondent any damage caused to the furniture, etc.

16. *Where gas and water are laid on.*

(a) To see that as little gas as possible is used during the sweeping of the school, and to turn off the gas at meters when it is not required.

(b) To periodically examine the gas pendants to see if they are securely fastened.

(c) To see that there is no waste of water and gas in any part of the premises.

(d) To see that the water fittings are in proper order.

NOTE re EVENING MEETINGS.

17. The payment made to School-Cleaners under the Scale of Salaries does not include any allowance for extra work in connection with evening meetings or Sunday Schools; payment for these must be arranged between the School Managers and the School-Cleaner, and must not be less than 4d. for each meeting.

18. It is desirable that the same person should be employed as Cleaner for all Meetings held in the School.

19. It is requested also, that the School desks and other furniture may be interfered with as little as possible.