Cleaner

Grade:	**Grade 1, Point 1 (£5,184) Actual pay**
Hours:	**11.25 hours per week, 38 weeks per year (Monday to Friday 3.30pm – 5.45pm)**
Contract Type:	**Fixed Term contract until 31st August 2024**

Introduction:

The role of the school cleaner is to work individually or as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by the line manager.

Main Areas of Responsibility:

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

1. Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards

2. Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standard

3. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems

4. Report immediately defects and safety hazards in your working area to your linen manager/supervisor

5. Ensuring Supervisor is aware of low stock level of materials and equipment for which you are responsible

6. Ensure Health & Safety, quality and general procedures compliance

7. Work as part of a team and support other members of the cleaning team to meet standards and school objectives

8. Keep accurate time-sheets for any hours worked over the core hours ensuring they are signed by the line manager

9. To maintain confidentially and observe data protection and associated guidelines where appropriate

10. Maintain regular consistent and professional attendance punctuality and personal appearance

St. Augustine's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Cleaner

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Ability to communicate effectively and follow instructions	✓	
Qualifications relating to the role		✓
KNOWLEDGE		
Experience of undertaking range of cleaning duties, understanding of cleaning techniques	✓	
Understanding of relevant policies, guidance and standards associated with modern cleaning	✓	
Some knowledge of Health & Safety, quality and general procedure compliance		✓
EXPERIENCE		
Experience of working within a similar environment		✓
Experience of working in an educational setting		✓
PROFESSIONAL SKILLS		
Ability to communicate	✓	
Ability to work constructively as part of a team and act on instructions from line manager/supervisor	✓	
Ability to work in an organised and methodical manner	✓	
To be able to undertake any other duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post	✓	
To be able to use a variety of cleaning equipment		✓
Ability to prioritise work	✓	
PERSONAL QUALITIES		
Work as part of a team	✓	
Ability to act on initiative and the ability to work without supervision	✓	
Be flexible to changing demands of the post	✓	
Take pride in a job well done	✓	