



Our Lady of the Assumption Catholic Primary School



Cleaner Job description

Job details

Job title: Cleaner

Salary: Grade 1

Hours: 12.5 hours per week, 3.30pm to 6pm Monday to Friday

Contract type: Term Time Only (38 weeks)

Start date: Required as soon as possible

Reporting to: SSO

Responsible for: N/A

Introduction

This appointment is with the Governors of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

Main Purpose

As a Cleaner at Our Lady of the Assumption School the core purpose of the job is to be responsible, under the direction of the Site Service Officer and work as a member of the team, to provide an efficient and effective cleaning service, ensuring high standards of cleanliness and adhering to health and safety procedures.

Duties and Responsibilities:

1. To carry out cleaning work to the required standard as instructed by the Site Service Officer.
2. To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.
3. To carry out general cleaning duties around our school as per our cleaning schedules; this includes daily tasks such as wiping, vacuuming, mopping and dusting of all areas including toilets.
4. Completion of more infrequent tasks such as glass cleaning, high level dusting, skirting boards.
5. To work as a team to ensure the cleanliness and hygiene of the whole school is completed, adapting routines to cover any absences.
6. To work in an area independently and be able to identify cleaning needs as and when necessary and complete, taking responsibility of this.
7. It may be necessary at times to clean bodily fluids, adhering to H&S procedures.
8. To ensure the cleaners' cupboard and equipment are kept clean and tidy.



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9. To use cleaning materials appropriately and economically; to inform Site Manager when stocks are low.
10. To follow the appropriate instructions and COSHH regulations when using cleaning products and materials.
11. To be aware of their responsibilities for Health & Safety of themselves and others.
12. To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information.
13. To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
14. To always maintain confidentiality.
15. Attending training and meetings as required.
16. Any other duties and responsibilities within the range of the salary grade.

Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Cleaner plays a role in this within the school and the post is subject to enhanced DBS disclosure, and reference checks.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:3/10/2024

Head teacher/SBM's signature:

Date: 3/10/2024