



All Souls' Catholic PRIMARY SCHOOL

SCHOOL CLEANER

JOB DESCRIPTION & PERSON SPECIFICATION

Reports to:	School Business Manager
Responsible to:	School Business Manager
Days/hours:	Monday to Friday, term time only (38 weeks). 10 hrs per week 6:30-8:30am
Rate of pay:	Grade 1 - £17,842-£18,198 per annum pro rata to hours/weeks worked.
Purpose of the role:	To carry out the cleaning of the school building, to a high standard, on a daily basis .

Main responsibilities and tasks

The duties of the post holder will usually include the following:

1. To be responsible for all cleaning within the building.
2. To use cleaning materials and equipment as provided.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and, occasionally, polishers.
4. Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Cleaning toilets including tap fittings and surrounds etc.
 - Mopping and spray cleaning hard floor surfaces
 - Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
 - Undertake occasional wall washing or inside window pane cleaning, washing/polishing door glass.
 - Emptying & cleaning waste bins - Replenishing consumable items (soap, toilet rolls, paper towels) as required
 - Checking and closing windows, switching off lights & un-setting / setting an alarm
 - Reporting defects / hazards as required
 - Such other duties as may be allocated from time to time
5. Completion of all tasks to a high standard.

Notes: During periods when the school is closed, routine deep cleaning is undertaken for a short period before term commences and at end of term. The timings of this can be discussed and alternative working hours, once the pupils have vacated, if required.

Person Specification:

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> - Able to communicate clearly and follow instructions - Agreement to undertake a Disclosure & Barring check 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> - Ability to prioritise work and work in an organised manner - Ability to manage time - Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons - Willingness to maintain confidentiality on all school matters 	<ul style="list-style-type: none"> - Experience of cleaning - Some knowledge of Health & Safety within the workplace
Equal Opportunities	<ul style="list-style-type: none"> - An understanding of and commitment to equality of opportunity 	
Personal Qualities	<ul style="list-style-type: none"> - Ability to communicate with a wide range of people - Initiative and the ability to work without supervision - But also to work as part of a team - Be flexible to changing demands of the post - Take pride in a job well done - Willingness to work flexibly on occasions 	<ul style="list-style-type: none"> - Be happy, have a sense of humour
Physical & Presentation	<ul style="list-style-type: none"> - Must be in good health - Must be of smart appearance with excellent personal hygiene standards 	

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.