



Job Description

POST HOLDER	Cleaner
ACCOUNTABLE TO	Site Supervisor
SALARY/SCALE	<ul style="list-style-type: none"> • NJC grade A1, scale points 2 • Actual salary £8,230 per annum • Full time equivalent salary £23,656 per annum
DETAILS OF POST	<ul style="list-style-type: none"> • 15 hours per week (3 hrs per day) • Monday to Friday (3.30pm – 9pm to be negotiated) • Term time only + 5 additional days • Main place of work St. John Fisher, Harrogate • Protective clothing provided
JOB PURPOSE	To undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.
MAIN DUTIES / KEY TASKS	<ul style="list-style-type: none"> • Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards including cleaning, washing, sweeping, vacuuming and toilets • Cleaning and emptying of litterbins • Daily paper hand towel replacements • Polishing and dusting areas and fixtures and fittings using, where appropriate, powered equipment, e.g., floor buffer • Reporting of damage to designated area on appropriate form • Security of built environment (e.g., windows and doors) • Complying with Health and Safety requirements • Work as part of a team and support other members of the cleaning team to meet standards and school objectives • Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining high standards <p>Please note, this post includes a substantial amount of lifting, bending and stretching.</p>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out any other duties as may be reasonably required or directed by the Headteacher, Trust Head of Estates and members of the Senior Leadership team • Ensure that your conduct within and outside of St John Fisher does not conflict with the school's Catholic ethos and organisational expectations • Observe standards of appearance appropriate to this professional environment • Co-operate with all staff in maintaining harmonious interpersonal relationships, internally and externally. St John Fisher expects all staff to treat others with respect and courtesy

	<ul style="list-style-type: none"> • Maintain confidentiality in all matters • To contribute to the overall ethos, work and aims of the school • Comply with the school's approved policies and procedures • To attend relevant meetings as required • To participate in training and other CPD opportunities and Performance Management as required. • To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required
--	---

VARIATION IN ROLE

Given the dynamic nature of the role and structure of St. John Fisher, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Signed:	Date:
Name:	