



**ST JOSEPH'S CATHOLIC
PRIMARY SCHOOL**

Head: Alison Frost

Park Avenue, Bridgwater,
Somerset TA6 7EE

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JOB DESCRIPTION

Job Grade: 17

Job Title: Cleaner

Reports To: Caretaker/School Business Manager

Main Purpose of Job: To ensure that the designated area is cleaned to the appropriate specification as directed by the school and demonstrate adherence to established health and safety requirements.

Main Responsibilities and Duties:

- Leave rooms ready for use;
- Wash, clean, polish floors using the appropriate tools, machines, cleaning agents and work schedules;
- Clean surfaces in teaching, admin and other areas as directed using the required cleaning agents / tools / equipment and work schedule;
- Clean toilets and wash areas with appropriate tools, disinfecting cleaning agents and work schedules;
- Clean and dust furniture, fixtures and fittings in a careful and thorough manner;
- Carry out any other cleaning duties that school might require;
- Maintain the cleaning storage area in a clean tidy safe condition;
- Observe the requirement of H&S / COSHH at all times;
- Maintain records of equipment / materials as required by School / COSHH;
- Report equipment faults to the Caretaker in the school, as soon as possible;
- Operate a safe working environment for people still in the building (display appropriate safety signs);
- Empty waste bins and dispose of collection bags safely.

Facts and Figures:

- To use cleaning machines including a vacuum

Problem Solving and Creativity:

- Under the guidance of your line manager, consider priorities within the daily/weekly routines taking account of the conditions found on the day
- Be flexible within work routines to ensure that the highest quality of cleaning is achieved and maintained
- Work to strict deadlines within well-known routines

Decision Making:

- Works within prescribed legislation, e.g. Health and Safety
- Informs Caretaker when supplies need to be ordered



Physical Effort and Working Conditions:

- Continuously on feet, physical cleaning works using potentially hazardous cleaning agents
- At times working in wet and sanitary areas where unpleasant odours and soilage may be present
- Periodic moving of furniture in classrooms and other areas

Contacts and Relationships:

- Maintain friendly interactions with all users e.g. pupils, staff etc. who may be around during working hours

Additional Information:

- Total confidentiality is required; information about children or adults at the school must never be passed on at any time
- Requirement to undertake child protection training
- Where a child may be at risk this information must be divulged to the Headteacher so that they can take appropriate action

Knowledge, Skills and Experience:

- Basic level of education
- Dexterous, pleasant courteous personality
- Knowledge of the procedures required for the job
- Awareness of the H&S requirements of the job including COSHH
- Awareness of correct Manual Handling procedures
- Willingness to receive any training provided

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: _____ **Date:** _____

Line Manager: _____ **Date:** _____

Headteacher: _____ **Date:** _____

St Joseph's Catholic Primary School is committed to safeguarding and protecting the welfare of children. All staff are expected to share this commitment. The post is subject to an enhanced disclosure application and satisfactory references.

