



## St Marie's Catholic Primary School & Nursery Job Description

<b>Job Title:</b>	Cleaner
<b>Responsible to:</b>	Headteacher/Office Manager Manager/Site Manager
<b>Responsible for:</b>	The post has no direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees. The post has some direct responsibility for physical resources, involving cleaning of buildings
<b>Job Purpose:</b>	To clean specified areas within the school in accordance with the school's standards. Work is undertaken under the guidance of the Site Manager. Contribute to the school's statutory duty to safeguard and promote the welfare of children
<b>Salary:</b>	Band A, Scale point 2, £5615 (£20,778 FTE)
<b>Hours:</b>	10 hours per week, 40 weeks per year

### MAIN RESPONSIBILITIES

- Clean toilets, bowls, sinks and basins
- Wipe down desks and chairs
- Vacuum and tidy classrooms
- Wash worktops/tables
- Wash/mop/sweep floors and wash wet areas
- Clean inside glazing
- Dust and polish
- Use buffer
- Strip and reseal floors (occasionally)
- Undertake routine maintenance of equipment (e.g., vacuum bags)
- Empty bins and dispose of rubbish
- Ensure safe and effective use and storage of all equipment
- Be aware of Health and Safety at Work regulations and COSHH guidelines
- To take reasonable care for the Health and Safety of him/herself and for others
- affected by his/her work, and to co-operate with the employer in ensuring that Health & Safety responsibilities are carried out
- Draw to Site Manager's attention any problems / issues which may affect the safety or security of the school or its users.

### QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

- No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out simple measurements.
- No previous experience necessary.

- Able to operate equipment and use materials
- Understands and can work to procedures, follow straightforward instructions, and read labels.
- Can understand and operate within regulations
- Can identify straightforward solutions to simple problems, e.g., improving working methods, rearranging cleaning schedules
- Can exchange straightforward information with colleagues and users
- Display commitment to the protection and safeguarding of children and young people
- Value and respect the views and needs of children

#### **Other**

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi-Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.*