

English Martyrs Catholic Primary School, Rugby Job Description

Job Title:	Cleaner
Responsible to:	Headteacher/Office Manager Manager/Site Manager
Responsible for:	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
Job Purpose:	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
Salary:	Band A SCP2
Hours:	10 hours, 40 weeks per year

Main Responsibilities:

Catholic life and Mission

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

Key Responsibilities

The post holder will be required to undertake the following tasks:

- 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
- 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 always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- 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 Multi Academy Company 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.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

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 Multi Academy Company 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 Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.