

JOB DESCRIPTION

Position Title:	School Cleaner		
Location:	St Benedict's Catholic High School	Salary	SCP 4

1. JOB PURPOSE:

Under the direction and instruction of senior staff, provide a clean and hygienic school environment, which meets specified cleaning standards.

2. ACCOUNTABILITIES:

Operational

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and bag up waste
- Clean and maintain waste bins

Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

Organisational

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times

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Development

- Participate in training and other learning activities and performance development as required
- Take responsibility for own ongoing personal development and growth of expertise
- Train and develop other employees, for proper succession planning and risk management
- Other duties and responsibilities as requested by the Headteacher

3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Qualifications:

Essential

- Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these

Previous Experience:

Essential

- General cleaning work

Job Specific Skills:

Essential

- Willingness to use relevant equipment
- Ability to relate well to children and adults
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards
- Willingness to gain knowledge of health and safety procedures and precautions
- Willingness to gain awareness of COSHH regulations
- Willingness to gain awareness of health and hygiene procedures
- Willingness to participate in development and training opportunities
- Ability to work on own or as part of a team

4. JOB DIMENSIONS:

Managerial & Supervisory Accountability

- None

Financial Accountability

- None

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		