

JOB PURPOSE:

As a member of a team of premises staff or as a lone worker, to undertake cleaning of school premises as designated by the School Business Manager to ensure the school premises and grounds are maintained in a tidy, clean, presentable and safe state at all times.

Line Management: Reporting to – School Business Manager

Liaising with - Headteacher, class teachers. Other cleaning staff.

Working Time: 10 hours per week term time only – 4 weeks holiday and Inset day

Disclosure Level: Enhanced

Main Duties and Responsibilities:

GENERAL RESPONSIBILITIES:

- The cleaning of the premises, including furniture and equipment.
- Replenishing consumables, eg paper towels, soap and toilet rolls
- Re-arranging, putting out and away furniture on Headteacher's request
- Keeping stock book up to date relating to cleaning materials
- Maintaining safe working practice in all areas for all staff and pupils with regard for health and safety rules and regulations
- Helping to promote the school by keeping the inside and outside of the building free of rubbish and generally clean and tidy
- All duties must be carried out to comply with: The Health and Safety at Work Act; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; and Nationally agreed Codes of Practice with are relevant

ADDITIONAL DUTIES:

- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Contribute to the overall ethos/work/aims of the school
- Fully respect issues and matters of a confidential nature within the school with high levels of professionalism
- To carry out any other duties reasonably requested by the Headteacher

PERSON SPECIFICATION CLEANER

	Essential	Desirable
Experience, Education, Special Qualifications and Training Requirements	Ability to multi task within a busy school environment To have a flexible attitude towards the job requirements To be self-motivated and demonstrate a good level of initiative A conscientious approach to working with a high level of dependability High standards of personal hygiene & hygiene standards within the school environment Take a pride in the quality of your work	Emergency First Aid in the Workplace Cleaning qualification Understanding of COSHH & Health & Safety legislation
Communication	Confidence in communicating with adults	
Working with Others	A good team player with a positive outlook Ability to work under own initiative	
Responsibilities	Commitment to achieving the relevant standards Able to demonstrate a flexible approach	
General	Ability to work on own initiative within regulations Ability to cope under pressure	

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff have a responsibility to provide a safe environment in which children can learn.

Date Prepared: June 2020

Job Description Prepared by: Assistant Headteacher