



JOB DESCRIPTION

CLEANER

LINE MANAGER : Business Manager and, ultimately, the Headteacher

The responsibilities of the post are as follows :

Support the Catholic ethos of the school, especially by promoting and modelling the aims of the Mission Statement.

Support and implement all school policies and initiatives and have a thorough understanding of the school's Child Protection Policy. Comply with the Data Protection Act in ensuring that all confidential information, including registration details, are protected. Maintain Health & Safety procedures at all times. The postholder will be responsible for his/her own health and safety.

The school is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Maintain a flexible daily cleaning schedule of all internal areas of the school to ensure a clean internal environment of the school premises. Each cleaner will be responsible for an area and will be expected to clean to the standard set out as follows :

Organisation

Cleaners are required to undertake the following duties as directed using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Using electronically powered scrubbing/polishing/vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as directed in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window panes cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.

Administration

- Keep a check on cleaning stock levels and inform the Site Officers of low stock levels (eg. cleaning products)
- Report any maintenance issues to the Site Officers
- Liaise with the Site Officers with regard to the weekly school calendar in order to be aware of school events

Resources

- Operate relevant equipment safely
- Maintain, tidy and organised work spaces and storage areas
- Check equipment/machine used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training/skill parameters.

CORPUS CHRISTI HIGH SCHOOL

Due to changing demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend Job Descriptions to reflect changing requirements.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection, Data Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:	Signature :
Date:	