



# Cleaner

*A Christian community where everyone has the right to be happy, be safe and achieve.*

<b>Line Manager</b>	Site & Compliance Manager
<b>Hours</b>	05:00 to 07:30 (AM shift) OR 15:00 to 17.30 (PM shift) Monday to Friday
<b>Core Purpose</b>	<ul style="list-style-type: none"> <li>Working as part of a team to undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition</li> <li>To know, share and embed the School Vision</li> </ul>
<b>Key Responsibilities</b>	<p><u>Day to day responsibilities</u></p> <ul style="list-style-type: none"> <li>Manual use of cleaning equipment, including chemicals and powered tools in schools, mainly early in morning, late afternoons and periods of school closure.</li> <li>Skill required in the proper use of tools, chemicals and care of surfaces e.g. polishing.</li> <li>Use of personal protective equipment</li> <li>Adherence to Health &amp; Safety law and instructions</li> <li>Manual handling</li> <li>Attend training as and when required</li> </ul> <p>Specific tasks:</p> <ol style="list-style-type: none"> <li>Cleaning</li> <li>Washing</li> <li>Sweeping</li> <li>Vacuum cleaning</li> <li>Emptying of litter bins</li> <li>Polishing and dusting of designated areas (including toilets and shower areas)</li> <li>Polishing fixtures and fittings, using where appropriate, powered equipment</li> </ol> <p>Cleaning equipment and materials include powered items such as floor polishing machine, carpet shampooer, vacuum cleaner etc.</p>

This job description may be changed to reflect or anticipate changes in the job, commensurate with the grade. Staff are expected to comply with any reasonable requests from the Head Teacher to undertake work of a similar level that is not specified within this job description.

To carry out all duties, responsibilities and accountabilities in accordance with School Policies and Procedures and Statutory Requirements.

St Columba's is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. The school is committed to equality and diversity in employment practice and service delivery.

- Person Specification**
- Ability to work independently and as part of a team.
  - Strong organisational skills and attention to detail.
  - Good communication and interpersonal skills.
  - A relevant qualification in a related field is desirable but not essential.

Signed:.....

Date:.....