



JOB DESCRIPTION

School Cleaner

Title of Post:	School Cleaner
Responsible to:	Site Manager / School Business Manager
Contract:	Permanent, Term Time Only
Hours:	17.50 hours per week
Salary:	Grade H4 (9) plus fringe allowance

Main Purpose of the Job:

- To clean the allocated areas within the site using safe working practices (including the safe storage of chemicals) to make sure that the building is hygienically clean, enhancing its appearance

Main Tasks

- Liaise closely with other members of staff to make sure the building is cleaned safely in accordance with health and safety regulations and display signage, eg warning persons of wet floors.
- Clean allocated rooms/ areas according to the agreed cleaning routine.
- Ensure that all floors are cleaned and maintained to a high standard appropriate to the surface (i.e. Vacuum carpeted areas, mop and polish wooden floors).
- Clean / dust all ledges, skirting boards and shelves periodically as required.
- Damp-wipe all paintwork to an agreed routine. This will involve bending for low level cleaning and using steps for high level cleaning. Training in the use of step ladders will be given and these instructions must be followed.
- Clean/ dust all pictures and decorations.
- Clean and polish desks and other furniture as required to remove dust and maintain a shine where appropriate.
- Clean toilets and sinks using approved cleaning materials to maintain a germ free surface and minimise the risk of the spread of infection. The toilets should be inspected at regular intervals throughout the day (if applicable), recording this on the checklist. Toilet brushes should be cleaned regularly. The post holder is responsible for ensuring that toilet paper, soaps and hand towels are readily available.
- Close windows left open at the end of the day and open or lock up when required.
- Make sure all cleaning materials and chemicals are stored away securely and safely at the end of the working day. This will involve the lifting of heavy equipment/supplies for which manual handling training will be given and these instructions must be followed for your own safety.
- Report any damage to the fabric of the building or to furniture to the line manager for maintenance work to be carried out.
- Undertake other duties that reasonably correspond to the level and type of post.

Decision Making

- Which cleaning agents are appropriate for each surface taking advice from the line manager as appropriate.
- Organisation of tasks and priorities of the job.
- When to report items to the line manager for maintenance or repair.

Responsibility Level

- Responsible for the quality of own work under the direction of the line manager.
- Responsible for the safe storage of cleaning materials.
- Responsible for working according to safe practices to minimise risk to self and others.

Main contacts and reason for the contact

- The Line Manager. To receive work and seek guidance on the work routines and priorities each week to ensure the cleaning routine meets the needs of the site. Also to participate in discussions on proposals for site developments and put forward suggestions in relation to general upkeep of the site and grounds including cost effectiveness and money saving ideas.
- Other maintenance team members – to share duties and, if necessary, share gained knowledge to provide guidance and support to less experienced members of the team. Work within the team, particularly in relation to health and safety and safe working practice, to minimise risks to yourself and others.
- Teaching, classroom and associate staff. To clarify any cleaning work required and co-ordinate the time for work to be done.

This is a term time only contract, 17.50 hours per week (daily hours 11.00am to 2.30pm) which includes a probationary period.

Job descriptions are reviewed annually.

Applicants need to complete the Catholic Education Service (CES) Application form and in the personal statement section explain why they believe they are suitable for the role, taking note of the person specification. The contact details for two referees should also be included and these will be contacted *before* the interview.

Loreto College is an equal opportunities employer. Applicants from under-represented groups are encouraged to apply.