



CHRIST the KING

CATHOLIC PRIMARY SCHOOL and NURSERY
with THE ARK, a SPECIALIST RESOURCE



JOB DESCRIPTION

Job Title: School Cleaner	Grade/Salary Range: Scale 2 spinal points 3-4
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JOB PURPOSE

To provide a high standard of hygiene and cleanliness throughout the School.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager – The Site Manager

MAIN DUTIES AND RESPONSIBILITIES

- To fully identify with the Mission Statement and Catholic Ethos of the School.
- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Site Manager to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Report any Health and Safety issues to the Site Manager and/or School Business Manager
- Any other tasks that that may be reasonably assigned by Site Manager

SCHOOL CLEANER – PERSON SPECIFICATION

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Experience
<ul style="list-style-type: none">• Experience of undertaking a range of cleaning duties• Vacuuming• Dusting• Mopping• Scrubbing• Disposing of waste• Replenishing consumables
Skills
<ul style="list-style-type: none">• Ability to work effectively and supportively as a member of the school team• Ability to work in an organised and methodical manner• Ability to act on own initiative, dealing with any unexpected problems that arise• Ability to demonstrate commitment to Equal Opportunities• Being physically capable• Efficiency and discretion• Honesty and integrity• Motivation and flexibility• Respect and professionalism• Time management and multitasking• Understanding and following safety rules• Understanding and carrying out set tasks• Understanding of health and safety regulations
Work-related personal qualities
<ul style="list-style-type: none">• Committed to the Catholic ethos of the school• Willingness to clean any area of the school as requested by the supervisor.• Willingness to take personal responsibility for standard of work carried out.• Willingness to participate in further training and development opportunities offered by the school, to further knowledge• Willingness to maintain confidentiality on all school matters• Work as part of a team