



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

Job Description	
Role	Cleaner
Grade	A1
Responsible to	Site Manager

Purpose of Role

To be responsible for maintaining a high level of cleanliness throughout the school building.

To promote and ensure the welfare and safeguarding of children at all times.

Role Responsibilities

Use of mechanical cleaning equipment i.e.

- Suction Cleaners
- Scrubbing/Buffering Machines
- Hot Water Extraction Machines
- Combined Scrubber/Drier Machines
- Wet Suction Machines

Handling and use of cleaning materials in accordance with recommended procedures.

Cleaning in all kinds of areas within the school building i.e.

- Toilet/Hygiene Areas
- Corridors/Landings/Staircases/Entrances
- Craft rooms, i.e. Woodwork, Engineering, Cookery etc.
- Classrooms and Offices
- Halls and Gymnasium

High level cleaning, using appropriate equipment.

Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Washing of walls, windows, glass

Collect and dispose of waste in an appropriate manner. Clean and maintain waste bins.

Working to the school's operational specifications and quality assurance work schedules.

Be able to work as part of a team and act on instructions from senior staff

To wear appropriate protective clothing including rubber gloves.

General Responsibilities

- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos and encourage and ensure staff and pupils follow this example.
- Be aware of and comply with school and Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Person Specification	
Role	Cleaner
Grade	A1

Skills	E	D	M
Ability to use toxic materials in the process of general cleaning	X		A,I
Ability to work constructively as part of a team	X		A,I
To be able to use a variety of cleaning equipment		X	A,I
To be able to operate mechanised cleaning equipment e.g. buffer		X	A,I

Knowledge	E	D	
Knowledge of using mechanical cleaning equipment		X	A,I
Knowledge of the problems in using toxic cleaning equipment		X	A,I

Experience	E	D	I
Experience of using mechanical cleaning equipment	X		A,I
Experience of working and cleaning large premises.		X	A,I

Behavioural/Personal Characteristics	E	D	I
Ability to understand and observe the School and Academy Trust's Equal Opportunities Policy.	X		A,I
To carry out all duties having regard to an employee's responsibility under the School and Academy Trust's Health & Safety Policies.	X		A,I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	X		A,I
Ability to self-evaluate learning needs and actively seek learning opportunities	X		A,I
Commitment to promoting the welfare and safeguarding of children, young people and vulnerable adults	X		A,I

Key
E= Essential Criteria D = Desirable Criteria M = Method of Assessment A= Application Form I= Interview T= Test/Assessment Task