**St John Fisher RC Primary School**

**Cleaner – Job Description**

**Salary:** Grade A (SCP 2) **Hours:** 15 Hours per week

**Contract type:** Part-time, Permanent, Term Time Only plus 4 weeks

**Reporting to:** Site Manager/School Business Manager

# Duties and responsibilities

General Duties

* Empty bins and take rubbish to the collection points.
* Sweep and mop floors at the end of each school day.
* Use cleaning machines safely to scrub, polish and vacuum floors.
* Dust, wipe, wash or polish furniture, shelves, radiators, and window sills.
* Clean entrance areas and doormats.
* Wash and clean light fixtures (the Site Manager will remove and replace them).
* Restock soap, toilet rolls, and paper towels as needed.
* Clean toilets, sinks, and hand basins daily.
* Ensure windows are closed and lights are turned off before finishing work.
* Use cleaning chemicals safely, following the Site Manager’s instructions
* Wash walls and clean inside windows (only as high as can be reached safely).

Stock and Record Keeping

* Keep a check on cleaning stock levels and inform the site manager of low stock levels, e.g. of cleaning products
* Carry out a stock check with the site manager on a monthly basis
* Record all completed cleaning tasks on a daily basis

Working Areas and Equipment

* Keep cleaning cupboards and work areas tidy and organised.
* Check cleaning equipment and follow health and safety guidelines.
* Support staff when needed, within your training and role.

Health & Safety

* Be aware of pupils and surroundings to help keep the school safe.
* Report any health and safety risks or incidents to a senior staff member.
* Record any incidents following school procedures.
* Report serious misbehaviour to the relevant staff member.
* Take appropriate action if pupils’ behaviour causes a risk or disruption.

Other Responsibilities

* Follow the school’s policies on safeguarding, health and safety, and data protection.
* Help develop and follow cleaning and maintenance procedures.
* Work well with colleagues and treat everyone fairly and respectfully.
* Keep information about the school, pupils, and parents confidential.
* Support the school’s vision and values.
* Take part in training and performance reviews.
* Carry out other reasonable tasks as requested by senior staff.
* Always follow safeguarding procedures and help keep children safe.

This job description provides an overview of the role but does not include every task. Duties may change over time to meet the needs of the school, but any changes will be discussed with you. It is not a contract of employment and may be updated in line with school organisation or contractual changes, with full consultation.

**St. John Fisher R.C. Primary School**

Person Specification: School Cleaner

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| **Attributes** | **Essential** | **Desirable** |
| **Experience** | * Experience of cleaning work
 | * Previous employment/experience of working in a school setting or similar environment (e.g. nurseries. Care house, hospitals)
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| **Training** |  | * Have an awareness of COSHH requirements
* Have an awareness of Legionella training
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| **Skills, abilities and specialist knowledge**  | * Understanding of Health and Safety importance
* Ability to use practical skills to keep the school clean
* Good communication skills with staff and parents
* Ability to follow school policies and procedures
* Able to work alone and complete tasks effectively
* Ability to prioritise tasks and manage time effectively
* Awareness of infection control procedures
* Ability to identify and report maintenance or safety issues
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| **Key aptitude and personal qualities** | * Support the Catholic ethos of the school
* Work well as part of a team
* Relate well to both children and adults
* Good communication skills
* Reliable, punctual, and well-organised
* Honest and trustworthy
* Takes pride in maintaining a clean and safe environment
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