

John F Kennedy Catholic School

Job Description

Job Title: Cleaner

Responsible to: Premises Manager

Grade: HB1

Date: October 2020

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

To clean the school premises as directed under the direction of the Premises Manager/Business Manager.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Main Responsibilities

1. The post holder will work largely on his/her initiative
2. To ensure that the school is kept in a clean and hygienic condition including:
 - Vacuuming and cleaning floors including the use of powered equipment
 - Dusting and cleaning furniture and other surfaces
 - Cleaning walls and other paintwork, tiling and mirrors
 - Emptying and cleaning waste bins
 - Cleaning toilets, sinks and basins
 - Litter picking around the site as required
 - Refill and replace soap, towels and other materials
 - Anti-Bacterial cleans during the day as required
3. Designated areas can be classrooms, offices, receptions areas, school halls, stairways etc.
4. Acting as cover for other cleaners when absent for a short period of time

Knowledge, Training and Experience

- No specific qualifications required
- Extensive knowledge of cleaning methods and practices
- Basic understanding of health & safety procedures
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the Premises Manager immediately

Problems and Decisions

- If problems arise in connection with powered equipment, please report any problems to the Premises Manager or Assistants
- Each cleaner is required to manage their own cleaning supplies in their own area

Physical Effort

- Lifting classroom furniture and other furniture will be required
- Occasional use of heavy cleaning equipment
- Bending and stretching to move furniture and other articles around

Working Environment

- Some exposure to strong cleaning materials

Person Specification

Personal Characteristics

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion.