



JOB DESCRIPTION

Post title	School Cleaner
Salary	Single Status Grade 3
Responsible to	Miss Pain, Business Manager and Mr Freeman, Caretaker
Main Purpose of the Job	To provide a cleaning service in specified areas of the site.
Main Functions.	<ol style="list-style-type: none"> 1. To maintain building cleaning standards in accordance with the Building Cleaning Specification as directed by the Caretaker and/or Business Manager. 2. Carry out cleaning in specified areas as allocated by the Caretaker/Business Manager, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism. 3. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor 4. To operate cleaning machinery in accordance with instructions. 5. To clean and maintain cleaning equipment as instructed. Take out of use any equipment known to be faulty and report the need for repair 6. During closure periods undertake floor treatment work, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with the Caretaker/Business Manager. 7. Replenish consumable items i.e. soap, towels, toilet paper etc as required throughout the site. 8. To dilute and use cleaning materials as instructed. 9. Accept delivery of stores, materials and other goods and convey to appropriate storage areas when required. 10. Move furniture and equipment as required. (There is no provision for this task to include the wholesale placement and removal of chairs on a daily basis.) 11. Report to Caretaker/Business Manager in the event of the following emergencies: fire, flood, break-in, vandalism, accident. 12. Notify the Caretaker/Business Manager of the necessity for any repairs of maintenance including those which are outside the normal duties. 13. Assist the caretaker where appropriate in enabling access in the event of snow, flooding or other emergency situations. 14. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.

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| | <ol style="list-style-type: none">15. To comply with instructions relating to security and confidentiality.16. To work in accordance with the Local Authority's Equal Opportunities Policy |
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.