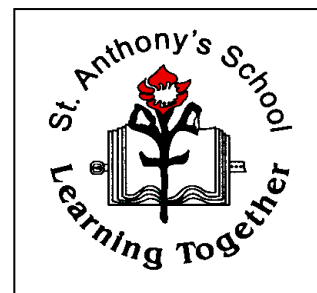


ST. ANTHONY'S SCHOOL

JOB DESCRIPTION

Cleaner



Post Holder: *(Name Inserted)*

Job Title: Cleaner

Accountable to: Premises Manager, Site Officer

Liaising with: All Staff

Duties: To carry out the professional duties of a Cleaner as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Job Purpose: To ensure the school is well maintained.

Working Time: Term Time 4pm-6.30pm

Disclosure Level: *Enhanced*

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 line manager.

Main Responsibilities

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 Premises Manager, School Site Officer, Cleaner supervisor and other members of staff as required 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

Any further specific responsibilities will be confirmed to individual post holders upon an appointment being made.

Person Specification

Knowledge

Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.

Experience

Experience of undertaking a range of cleaning duties

Personal Attributes

Willingness to clean any area of the school as requested

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

Skills

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

Notes

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the post holder.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of the post.

Signed : **Post Holder**

Date:

Signed: **Headteacher**

Date: