



St. Matthews Catholic Primary School Cleaner – Job Description

Main Purpose of the role:

To undertake cleaning within the school according to set procedures and tasked routines using a variety of methods including machinery

Directly responsible to the School Business Manager and functionally responsible to the caretaker.

Core responsibilities and tasks:

1. To undertake, individually or as part of a team, the cleaning of the school building, fixtures and fittings in accordance with set standards and routines to ensure that they are kept in a clean and hygienic condition. Including the sweeping, washing, vacuum cleaning, emptying of bins, cleaning specialist seating and positioning equipment, polishing and dusting of designated areas which will include toilet and associated facilities, fixture and fittings, using the necessary material and powered equipment.
2. To undertake, individually or as part of a team, periodic deep cleaning of designated areas during school closedowns. Including the refurbishment of floor surfaces, high level dusting and all other tasks to ensure all areas are maintained in a clean and hygienic condition throughout the school year.
3. To follow the school cleaning and maintenance policy using all necessary equipment.
4. Complete weekly cleaning audit records and share with caretaker.
5. Carry out as necessary the replacement of user supplies (towels, soaps, toilet rolls etc).
6. Assist as necessary with non-routine cleaning following incidents.
7. To be responsible for the appropriate use of cleaning materials, safe use of powered machinery and general care of equipment used in providing the service.
8. Identify and notify any damage to buildings and equipment.
9. Attend any training courses that are deemed appropriate.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and to ensure that all work functions are undertaken in accordance with health and safety legislation, agreed codes of practice and the school's safety plan.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School.



**St. Matthews Catholic Primary School
Cleaner – Person Specification**

Experience	Previous cleaning experience. Experience of using floor cleaning machinery or willingness to undergo training.	D E
Knowledge, Skills & Understanding	Knowledge of safe handling, storage and use of all types of cleaning materials. Knowledge of COSHH Regulations. Good awareness of Health & Safety in the context of cleaning. Basic knowledge of first aid. Knowledge of safeguarding children guidelines.	D D E D D
Personal Qualities & Attributes	Team worker. Able to work to high standards, both when working with colleagues and when working unsupervised. Able to take direction. Well organised and good time manager. Excellent attendance and time keeping record.	E E D D E
Other	Enhanced DBS check – individuals on DBS barred list should not apply. Emotional resilience in working with pupils who may exhibit challenging behaviours or complex health needs.	E E