

St Bede's Catholic High School

Combined Role Profile

Grade Profile (Job and Person Specification) – Cleaner

POST TITLE:	Cleaner
GRADE:	Grade 1
CAR USER:	
LOCATION:	St Bede's Catholic High School, Ormskirk
RESPONSIBLE TO:	Headteacher / Site Supervisor
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE: The main objectives to be achieved by the Postholder	
Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
Cleaning - Cleaning including closure cleaning; - Sweeping, vacuum cleaning and mopping of floors; - Emptying litter bins; - Polishing and dusting of surfaces and fixtures and fittings; - Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables; - Using appropriate powered equipment e.g. floor buffer; - To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff; - To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc; - To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc; - To undertake training in the correct use of cleaning equipment as appropriate; - Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.	

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the school's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Note:

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

St Bede's Catholic High School, Ormskirk

Person specification form		
Post title: Cleaner	Grade: Grade 1	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), Reference (R), test (T), or other (give details)
Qualifications		
Experience Experience of working as a cleaner	D	
Experience of using powered equipment (e.g. floor buffer)	D	
Knowledge, skills and abilities Ability to work as part of a team	E	
Flexible attitude to work	E	
Ability to work in an organised and methodical way	D	
Awareness of Health & Safety issues	D	
Awareness of CoSHH	D	
<i>Good interpersonal skills</i>	E	
<i>Positive approach to customer care and service delivery</i>	E	
<i>Commitment to undertaking relevant training and development</i>	E	
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I

4. Willingness to work occasionally outside of contracted hours (e.g <i>Parents evenings, lettings etc</i>)	E	I
5. Satisfactory attendance record/commitment to regular attendance at work	E	R
Note: We will always consider your references before confirming a job offer in writing.		