**St Paul’s Catholic Primary School**

**JOB TITLE: CLEANER**

**DEPARTMENT: EDucation**

**RESPONSIBLE TO: Caretaker/Headteacher**

**RESPONSIBLE FOR: Providing a cleaning service**

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**DUTIES:**

1. General Cleaning Duties.

1.1. Cleaning all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other departments).

1.2. Cleaning all mat wells and covered entrances.

1.3. Washing of walls, internal glass and partitions and internal woodwork up to reaching height, using appropriate equipment where necessary.

1.4. Washing and cleaning of light shades/diffusers after removal and prior to replacement by the Caretaker.

1.5.Cleaning of kitchen areas apart from any cleaned by other departments.

1.6. Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary.

1.7. Cleaning of sanitary areas, toilets, showers, changing rooms, sluices, and sick units by the appropriate method.

2. **Other Duties.**

2.1. Collecting, bagging of waste. Putting ready for disposal. Washing and disinfecting of waste bins.

2.2. Replenishing supplies of soap, paper towels, toilet rolls and waste disposal bags.

2.3. Ensuring that all cleaning equipment used is cleaned before returning to the stores.

2.4. Reporting of faulty cleaning equipment and any conditions that may require the attention of maintenance staff to your immediate superior.

2.5. Ensuring that windows are closed and lights turned off before leaving the area.

2.6. Covering for other cleaners if necessary in the event of staff shortage.

2.7. Ensuring that health and safety guidelines are followed at all times whilst on the premises.

2.8. Ensuring that users of the building are treated with care and consideration.

2.9. To take every opportunity to promote a favourable departmental image to all users of thebuilding.

**St Paul’s Catholic Primary School - Hyde**

**Cleaner - Person Specification**

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| **Job Title** | Cleaner |  |  | |  |
|  | | | **Category** | **A = Application**  **I = Interview**  **R = Reference** | | |
| **Experience**   * Previous employment/experience of working in a school setting * Experience of cleaning work | | | D  D | A/I/R  A/I/R | | |
| **Training**   * Have an awareness of COSHH requirements * Have an awareness of Legionella training | | | D  D | A/I  A/I | | |
| **Skills, abilities and specialist knowledge**   * Understand the importance of Health and Safety * Use practical skills to improve and maintain cleanliness of school * Communicate effectively with all staff members and parents * Able to follow school policies and procedures * Be able to work alone and achieve positive outcomes | | | E  E  E  E | A/I/R  A/I/R  A/I/R  A/I/R | | |
| **Key aptitude and personal qualities**   * Support the Catholic ethos of our School * Able to work effectively as member of a team * Ability to relate well to children and adults * Good communication skills | | | E  E  E  E | A/I/R  A/I/R  A/I/R | | |

## Category

**E** = Essential, without which the candidate would be unable to carry out duties of post

## D = Desirable