



ST. MARY'S  
MENSTON

### JOB DESCRIPTION

POST HOLDER	Cleaner
ACCOUNTABLE TO	Assistant Site Officer (Instructions may also be received from the Site and Operations Manager, Head of Estates for the Trust, or members of SLT).
DETAILS OF POST	<ul style="list-style-type: none"> <li>• 15 hours per week, term time only plus 10 additional days</li> <li>• 3 pm – 6 pm Monday to Friday</li> <li>• NJC Scale point 3</li> </ul>
JOB PURPOSE	To undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition
MAIN DUTIES/KEY TASKS	<ul style="list-style-type: none"> <li>• Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards including cleaning, mopping, sweeping, vacuuming and toilets</li> <li>• Cleaning and emptying of litterbins</li> <li>• Daily paper hand towel replacements</li> <li>• Polishing and dusting areas and fixtures and fittings using, where appropriate, powered equipment, e.g. floor buffer</li> <li>• Reporting of damage to designated area on appropriate form</li> <li>• Security of built environment (e.g. windows and doors)</li> <li>• Complying with Health and Safety requirements</li> <li>• Work as part of a team and support other members of the cleaning team to meet standards and school objectives</li> <li>• Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining high standards</li> <li>• To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</li> <li>• To carry out any other reasonable duties to ensure the smooth running of the service and contribute to the overall ethos/work/aims of the school.</li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• The post includes a substantial amount of lifting, bending and stretching.</li> <li>• Due to the size of the school and the nature of the working hours, the role will include periods of lone working. The post holder must be able to work independently, with appropriate training and safety measures in place, and remain vigilant while adhering to all health and safety, safeguarding, and site security procedures.</li> </ul>

***VARIATION IN ROLE***

Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.