



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith



Job Description

Cleaner

Job Title:	Cleaner
Salary Range:	Band A (A2 to A3 - £23,656 to £24027 per annum (pro rata))
Hours of Work:	10 hours per week (including some holidays hours)
Responsible to:	Head Teacher/Site Manager

Introduction:

This job description and person specification relates to the role of a cleaner at St Anthony's Catholic Primary School who are now part of the emerging Our Lady and All Saints Catholic Multi Academy Company.

Core Purpose:

You are required to support the cleaning operations of the school premises which includes classrooms, toilets, corridors, and removal of rubbish. To make the premises a clean and safe place for staff, pupils and visitors.

Key roles/Main Areas of Responsibility

To clean all areas of the building as deemed appropriate, including, but not exclusively; classrooms, offices, corridors, toilet areas, halls and meeting rooms.

- To undertake specialist activities including sweeping, mopping and vacuuming as required
- To use electrical cleaning equipment in designated areas where appropriate
- Polishing and dusting of fixtures & fittings as required.
- Emptying of litter bins as required
- To undertake periodic cleaning including stripping and re-polishing of hard floors and the cleaning of carpets
- Any other duties that would reasonably be expected of the post holder.

St Anthony's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification
Cleaner

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
No formal qualifications are required but the post holder must be able to read and write	*	
SKILLS & ABILITIES		
Some experience of working at an operational site in a similar role would be beneficial	*	
Some knowledge of operational cleaning practices would be beneficial		*
Knowledge of Health and Safety Policies and Procedures		*
The ability to work in an organised manner	*	
The ability to understand direct instruction from your Line Manager or from the Senior Management team	*	
The ability to work independently but also be a good team player when the need arises.		*
EXPERIENCE		
Experience of working in a school.		*
CORE QUALITIES		
Develop good relationships with others by behaving with integrity, treating people with respect and leading by example	*	
Demonstrates a professional approach which generates credibility and confidence.	*	
Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.	*	

OTHER REQUIREMENTS		
Tactful and courteous	*	
Open, willing and flexible manner	*	
Customer focused attitude	*	
Good time keeping	*	



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SAFEGUARDING

- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the post holder is responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures

St Anthony's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.

All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An online search will also be carried out as part of due diligence on all short-listed candidates.