

## CLEANER

Grade 1 SCP 2 All year around (Monday to Friday)

£11.59 per hour

Morning Contract: 7.00 am to 8.45 am – 8.75 hours per week

Afternoon Contract: 4.00 pm to 6.00 pm – 10 hours per week

### Job Purpose

Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification.

### Main Activities

- Thoroughly clean areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or students.
- To be responsible for locking and unlocking windows and doors
- Working safely using correct warning signs, protective clothing and safety equipment and being mindful of hazards to other staff and students. Compliance with the Health and Safety practices of the Trust/School.
- Replenishing supplies of toiletries, plastic bags etc, as directed
- Able to deal with all types of cleaning in all areas of the School, which may involve dealing with bodily fluids on occasion (suitable protective clothing will be supplied).
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemical are securely stored away when not in use.
- To be responsible for emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment that has been used. Checking cables for wear and tear and storing away in a suitable safe area. Notifying Site Manager of any faults found.
- Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.
- Report immediately to the Site Manager any defective electrical sockets, lighting, vandalism etc, in your cleaning area
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times

### Health & Safety

- To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.

To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health & Safety that cannot be adequately controlled in other ways.  
Ensure site areas involved with sickness are cleaned immediately and disinfected where appropriate  
Know the location of first aid equipment and fire fighting equipment within the school

Head of School: ~~Sibhan Foster BA Hons~~ Executive Principal: ~~Richard May BSc Hons~~

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Other

- Any reasonable task as directed by the Site Manager

#### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	Experience of undertaking a range of cleaning duties	Some experience of Health and Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials
<b>Personal and Professional Qualities</b>	Highly motivated and committed High standards of cleanliness Ability to work effectively as a member of a team Ability to act on own initiative, dealing with any unexpected problems that arise Willingness to take personal responsibility for standard of work carried out Ability to work in an organised and methodical manner	Supportive of our school ethos Willingness to undertake professional and personal development

*St John Bosco Catholic Academy is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.*

*All applicants must be able to provide documentation to prove their right to work in the UK.*

*All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior or at interview.*

*This is to determine suitability to work with children and keep them safe.*

