

JOB DESCRIPTION



Post:	Afternoon Cleaner
Reports to:	Domestic Services Co-ordinator
Full-Time Equivalent Salary:	£24,796 per annum
Pro Rata (Actual Salary Range)	£9,846 per annum
Hours:	15 hours per week, Term Time Only plus 4 weeks
Start date:	19 th January 2026

To provide a clean and pleasant environment to facilitate the effective teaching of students and its full use by those staff and students who occupy it.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Key Responsibilities

- To clean specified areas of the school to the required standard as instructed by the Supervisor.
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height.
- Cleaning inside windows up to a specified height
- Sweeping and vacuuming floors
- Polishing and dusting surfaces and furniture
- Cleaning toilets and shower areas
- Use cleaning materials as appropriate, and according to their instructions for use.
- To empty bins and remove rubbish from the premises
- To report any damages to school property or other relevant matters to the Supervisor
- To use power cleaning equipment as directed
- To undertake relevant non routine cleaning as instructed by the Line Manager
- To undertake any relevant training as required
- To comply with the requirements of the health and safety at work regulations
- To take reasonable care for the Health and Safety of themselves and for others
- To co-operate with the employer in ensuring that health and safety responsibilities are carried out.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the Catholic ethos of the school

Wider Responsibilities

- Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, and data protection.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Participate in training, the performance management process, meetings, and other learning/development activities as required.
- To adhere to the Catholic ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - To undertake any reasonable task requested by the Principal
- Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.

Bishop Challoner Catholic College is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, and code of conduct for staff.