



**St Mary's Catholic Primary Academy**  
*Reflecting the love and faith of Mary in all that we do.*



**The Blessed  
Peter Snow**  
Catholic Academy Trust

**Job Description**

**Post Title:** Cleaner

**Hours:** 15 hours a week, 6.30am-9.30am Monday to Friday, Full Time/Permanent

**Grade:** Scale 1c

**Prime Objectives of the Post:** The post holder will be required to achieve a quality cleaning service by using established standards, procedures, safe working methods that achieve a clean, hygienic, safe and pleasant school environment.

**Responsible to:** Site Manager

**Main Duties and Responsibilities**

1. The post holder must be able to perform their cleaning duties and procedures to predetermined standards this will include daily, weekly and periodic tasks.
2. The post holder will be responsible for the thorough cleaning of sanitary ware which includes wash hand basins, toilets, urinals, showers and baths using the correct colour coded system and hygiene standards.
3. The post holder will be required to use electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners, Standard Speed, High Speed and Ultra Speed floor machines.
4. The post holder will be required to dry mop and damp mop hard floor surfaces using the correct colour coded equipment.
5. The post holder will be required to clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators. The polishing of wooden furniture, cleaning and polishing of brass fittings. The vacuum and steam cleaning of upholstered furniture.
6. The post holder will be required to collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
7. The post holder will be required to clean all internal glass which includes glass panels in doors, partitions and in some buildings the internal facia of the external windows. The periodic cleaning of painted walls and ceramic tiles this includes the daily removal of marks and stains on wall surfaces, doors and door plates.
8. The manual handling of furniture to facilitate cleaning procedures, the movement and transportation of cleaning equipment and floor machines to work areas.
9. The post holder will be responsible for their own equipment and materials, this will include safety checking, cleaning and correct storage of the equipment and materials after use. The post holder must report damage/repairs required to cleaning equipment and the fabric of the building immediately to the Site Manager.
10. The post holder will also be responsible for the security of their equipment, materials and cleaning storerooms. The responsibility for cleaning storeroom keys, internal and external access keys/fobs and door alarms to small premises
11. The post holder will inform the Site Manager of additional supplies or cleaning materials required

**Knowledge:** The confidentiality of both personal and building related information, use of internal and external building security systems and alarm numbers.

To be able to effectively communicate with colleagues, management team, internal and external clients.

**Skills:** To be able to complete all their cleaning tasks within time constraints for their allocated area of work and to the required standard of performance.

Interpersonal skills are required to be able to interrelate with colleagues, and the ability to work within a team to achieve the expectations of the clients and management team.

To be self-motivated to achieve the specific tasks required to the predetermined standard of performance within their work area and to be responsive to problems and in respect of complaints from clients rectify any unsatisfactory tasks by the next cleaning period.

**Initiative:** Able to respond to situations as they arise which affect their day to day cleaning and periodic tasks particularly in lone worker buildings and as part of a team. This will include for example the failure of cleaning equipment and systems, changes to security arrangements and staff shortages.

**Demands:** The physical ability to use all types of mechanical and electrically operated floor machines, to be able to reach difficult areas/small places, bend, lift and carry materials and transport equipment throughout the site/s.

This also includes the continuous use of floor machines when carrying out floor treatments during work period and the movement of furniture to facilitate cleaning activities.

**People Responsibilities:** Responsible that all their cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put clients and users of the site at risk and subsequent accident or infection.

The cleaning procedures carried out do not damage or make unfit for use any fixtures, fittings, floor and wall surfaces.

**Resources:** Responsible for the proper use of their own equipment and materials which must be kept clean, properly stored and secured when not in use.

Responsible for a clean and tidy store cupboard/room and reporting any fault to equipment and the fabric of the building.

Responsible for wearing and looking after their identity card. The responsibility to ensure that the building security arrangements such as keys, security fobs are not compromised and keys/fobs are not given to unauthorised persons.

The responsibility to prevent unnecessary damage by their actions to materials, equipment and the fabric of the building within their work area.

**Conditions:** There will be a requirement to respond to accidental spillage, cleaning of bodily fluids and damage as a consequence of vandalism which may be offensive.

High levels of dust following building works which will require the use of additional protective clothing and additional cleaning following flooding or fire damage.

*This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.*