



Job Description

Job Title:	Cleaner – St Bede’s Catholic Middle School
Responsible to:	Cleaner in Charge
Responsible for:	Ensuring our school is a clean environment to work/teach/learn
Salary:	Sc1 point 2
Hours:	15 hours per week (3 hours a night Mon-Fri)

Main Responsibilities:

To clean specified areas of the school to the required standard, as instructed:

- Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
- Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
- Sweeping and vacuuming floors;
- Polishing and dusting surfaces and furniture;
- Cleaning toilets and shower areas;
- Using and storing safely cleaning materials as appropriate, in accordance with their instructions.
- To launder dusters, tea towels etc., if required.
- To empty bins and remove rubbish from the premises.
- To report any damage to school property or other relevant matters to the Caretaker/Cleaner-in-Charge.
- To use powered cleaning equipment as directed and in accordance with training.

To undertake relevant seasonal work as instructed by the Office Manager/Cleaner-in-Charge.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools’ policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

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 with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.