



The Holy Family Catholic Primary School Job Description for Cleaning Staff



Job Title: Cleaner

Contract: Part time

Salary Scale: H2

Responsible to: The head teacher and governors

In Liaison with: The School Business Manager (SBM) and Site Manager

Purpose of the Post

We are seeking a School Cleaner who will take pride in ensuring our school remains a clean, hygienic and pleasant place for pupils, staff and visitors. You will work as part of our premises team to carry out daily cleaning duties and contribute to the smooth running of our school.

Key Responsibilities

- Clean classrooms, toilets, corridors, and staff areas to a high standard
- Mop, vacuum, dust and empty bins in designated areas
- Replenish hygiene supplies such as soap and paper towels
- Use cleaning equipment safely and according to instructions
- Observe health and safety regulations, including COSHH guidelines
- Report any maintenance or safety issues to the Site Manager
- Ensure secure storage of cleaning products and equipment
- Lock rooms or buildings as required after cleaning duties

Other Duties

- To attend and participate in professional development, where appropriate.
- To take part in supervision and the school's appraisal process.
- To carry out any other reasonable occasional duties as requested by the head teacher or senior leadership team commensurate with the grade of the post.
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Health and Safety

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Head teacher or other appropriate person.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The Holy Family Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.

'As a family we live, love, learn and celebrate with Jesus.'