



# St Francis

Catholic Primary School

## St Francis Catholic Primary School Job Description Cleaner

Hours: School specific

Band 1 points 1 – 3 – Hourly rate £9.25 per hour

### Responsible to:

Various – school dependent

### Overall Purpose of this Post:

To maintain a high- quality environment for both staff and the public, ensuring the safety and cleanliness of the school facilities

### Major Objectives:

- To ensure that the correct equipment is used for each specific cleaning task
- To follow the appropriate instructions and COSHH regulations when using cleaning materials
- To wear the appropriate clothing, shoes, gloves, etc for the tasks involved
- To follow and be aware of responsibilities for Health & Safety measures designed to protect self, other staff and users of the premises
- To ensure that windows and doors are closed when work is finished
- To provide refreshments for pre-arranged meetings where appropriate
- To implement and promote the Trust and the school's policies and procedures relating to all areas of employment and service delivery.

**Summary of job tasks:** The tasks listed are, generally, only those taking at least 10% of the postholder's time.

- Carries out cleaning duties including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners
- Uses electrical and mechanical equipment after training, such as floor polishers, etc where necessary
- Uses stepladders where necessary and with due regard to Health & Safety, e.g., climbing no higher than 3 steps on own and no more than 5 steps when assisted
- Cleans and takes responsibility for all assigned cleaning equipment and protective clothing
- Reports any furniture, materials, equipment or structural defects to the Premises Officer or Supervisor and may hold a set of school keys

- Prepares and delivers refreshments and clears up meeting rooms and crockery, utensils etc afterwards
- As necessary, organise / supervise other cleaners

## Level Criteria

| Element   | Role  |
|---|---|
| People Management                                 | None.   |
| Creativity required                               | Carries out cleaning duties including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.<br>Uses cleaning materials as directed and suggest appropriate alternatives.<br>Identifies and reports any furniture, materials, equipment or structural defects.<br>Prepares and delivers refreshments and clears up meeting rooms and crockery, utensils etc, afterwards.<br>Maintains a stock of cleaning materials and basic refreshments |
| Contacts  | Staff, pupils and visitors, e.g. don't walk on wet floors, obey the warning signs such as "please use other toilet, corridor", etc.<br>Teachers and support staff: getting them to deal with regular offenders e.g. who urinate on floors, write graffiti, etc.   |
| Decision Making                                   | Recommends "better" alternative cleaning solutions.<br>Recommends extra posters, signs, etc to prevent abuse or use when wet etc.<br>Recommends purchase of long handle cleaners.<br>Varies the types of refreshments for meetings, coffee breaks, buffets, etc   |
| Objectives  | To maintain a clean, tidy, safe and secure environment for others.<br>To ensure that the correct equipment is used for each specific cleaning task, following instructions, COSHH, Health & Safety guidelines, etc.<br>To wear the appropriate clothing, shoes, gloves, etc for the tasks involved.<br>To provide refreshments for pre-arranged meetings where appropriate  |
| Resources Managed or used                         | Uses electrical and mechanical equipment after training, such as floor polishers, vacuum cleaners, buffers, etc.<br>Uses cleaning materials like bottles of cleaning fluids, mops, brushes, dustpans, dusters, bin bags/black bags, cleaning gloves.  |
| Interruptions and conflict situations & frequency | Works to a daily/weekly rota with some yearly "big cleans".<br>Occasional interruptions to normal work pattern.   |
| Physical effort & IT use required                 | Carrying, lifting, stretching, bending, twisting, going up and down stairs, etc whilst cleaning and using equipment.  |
| Working conditions                                | Vomit, etc and smells whilst cleaning e.g., toilets.<br>Chemicals from cleaning products  |
| Risks encountered                                 | Uses stepladders.<br>Injury – carrying equipment up and down stairs, i.e., vacuum cleaner.<br>Cleaning products – hazardous to health   |
| Knowledge and Skill levels                        | Experience of using basic cleaning equipment.<br>Must be self-motivated and able to work on own initiative.<br>Willing and able to prepare and clean up basic refreshments for meetings.<br>Must be willing to work outside/after school normal hours<br>Willing and able to operate small tools, cleaning machinery, dishwashers, etc.<br>Willing to learn and put into practice COSHH (Care of Substances Harmful to Health) procedures                                 |