



## Job Description

**School:** St Peter's Catholic Primary School

**Job Title:** Senior Cleaner

**Responsible to:** Site Manager, School Business Manager, Headteacher

To provide efficient and effective cleaning support to the School, including ensuring that the security and general appearance of the building and surroundings are maintained in accordance with the required standards.

### Main Duties / Responsibilities:

#### ORGANISATION

Cleaners are required to undertake the following duties as directed by the Site Manager using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving instruction and training)
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, hand basins and sinks
- Using chemical agents as directed by the Site Manager in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes
- Locking up/ opening up the building under the instruction of the Site Manager
- Provide cover in the absence of the Site Manager
- Support Catholic ethos of school.
- Any other tasks appropriate to the role.

#### ADMINISTRATION

- Keep a check on cleaning stock levels and inform the Site Manager of low stock levels (eg. cleaning products). In the absence of the site manager, to carry out orders for such stock.
- To liaise with tradespeople, allowing them access to the site for planned appointments.

#### RESOURCES

- Operate relevant equipment safely
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to



## Person Specification

**Designation:** Senior Cleaner

### Personal requirements of successful post holder

#### **Education Standard / Qualifications of Professional Institutions**

NVQ or equivalent	D	A
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#### **Experience**

Practical work	E	A/I
Health and Safety issues and policies	D	A/I

#### **Skills**

Ability to communicate effectively	E	A/I
Ability to organise and prioritise own and others workload	E	A/I
Good basic literacy and numeracy skills	D	A/I
Ability to communicate in spoken and written English	E	A/I

#### **Knowledge**

Machinery cleaning / floor care systems	D	A/I
Health and Safety	D	A/I
COSHH	D	A/I
Safeguarding	D	A/I

#### **Work related circumstances**

Trustworthiness	E	A/I
Flexible outlook	E	A/I
Reliability	E	A/I

#### **Equality**

A commitment to Equal Opportunities and the ability to put it into practice	E	A/I
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#### **Category**

**E** An essential requirement without which the candidate would be unable to carry out the duties of the post.

**D** Desirable features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

#### **Method of Assessment**

**A** To be assessed by information provided on the application form

**I** To be assessed at interview