

All Hallows Catholic High School

Job Description

CLEANER

POST TITLE:	Cleaner
GRADE:	Foundation Living Wage £10.50 per hour
HOURS:	10 hours per week, 6.00 a.m. to 8.00 a.m. Monday to Friday plus 15 days closure cleaning and/or 15 hours per week 3.00pm – 6.00pm
LOCATION:	All Hallows Catholic High School, Crabtree Avenue, Penwortham, Preston, PR1 0LN
RESPONSIBLE TO:	Headteacher / Premises Manager / Site Supervisor
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE: The main objectives to be achieved by the Postholder Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.	
MAIN ACTIVITIES: What the Postholder will actually do What prescribed duties the Postholder will have	
Cleaning - Cleaning including closure cleaning; - Sweeping, vacuum cleaning and mopping of floors; - Emptying litter bins; - Polishing and dusting of surfaces and fixtures and fittings; - Cleaning of toilets, including replenishment of paper towel, toilet rolls and other disposables; - Using appropriate powered equipment e.g. floor buffer; - To notify line management or other Senior members of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff; - To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc; - To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc; - To undertake training in the correct use of cleaning equipment as appropriate; - Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.	

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and / or Governing Body to meet changed circumstances in a manner compatible with the post held.

Note:

In addition, other duties at the same responsibility level may be interchanged with / added to this list at any time.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.