St Mary's Catholic High School, Leyland

JOB DESCRIPTION								
Post Title:	Cleaner							
Grade:	1							
Car User:	N/A							
Responsible to:	Site Supervisor/Assistant Site Supervisor/Business Manager							
Staff Responsible for:	N/A							
Contracted hours:	30 hours per week + 2 weeks closure clean							
Hours of Duties:	Monday	5.00	To	8.00	15.00	To	18.00	
	Tuesday	5.00	To	8.00	15.00	To	18.00	
	Wednesday	5.00	To	8.00	15.00	To	18.00	
	Thursday	5.00	To	8.00	15.00	To	18.00	
	Friday	5.00	To	8.00	15.00	To	18.00	

School Mission Statement:

In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect.

Job Purpose:

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:

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 changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment e.g. floor buffer;
- To notify line management or other Senior member 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.
- 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.

- And any other duty equivalent to grade.

Closure Deep Clean

Your hours for deep clean will be the last two weeks of the school's summer holidays.

- More than 15 plus hours a week, must work each day not exceeding a 6 hour shift
- Less than 15 hours per week, may be amalgamated but must not exceed 6 hours per shift

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 other when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment:

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults

Customer Focus:

We put our customers' need and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge:

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.

Signed by Employee:		Dated:	