



# St. James' Catholic Primary School



## Job Description

### Cleaner

#### Job Purpose:

It is, and has been from the beginning, the conviction of the Catholic Church that she has an obligation to provide education for her children by which their whole lives may be inspired by the Spirit of Christ.

St. James' School is not simply an environment for providing a series of lessons; it operates out of an educational philosophy which aims to meet the needs of all the young people of today in the light of the Churches faith in Jesus Christ.

It follows that, as a member of staff in our school, you should endeavour to maintain and develop this Catholic ethos and to support the sense of community which underpins all that we seek to achieve. As you have made a conscious decision work in a Catholic learning community it therefore follows that you are encouraged to show support for school community events that fall outside the school day where possible.

To work under the direct instruction of teaching/senior staff/ senior lunchtime supervisor usually in the classroom, dining room and playground

#### **Key Tasks:**

##### **Specific Duties and Responsibilities**

- Under the direct of senior staff to undertake cleaning duties within allocated areas in line with specified standards
- Ensure the high standards of cleanliness are achieved and maintained at all times
- Ensure work is completed in specified timescales
- Undertake emergency cleaning as and when required
- To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training)
- Cleaning of all washroom facilities ensuring that toilets are working properly and are Provided and maintained with adequate supplies of soaps and tissues
- To undertake basic record keeping as directed
- To refill and replace consumables and to collect and dispose of waste
- To perform duties in line with Health and Safety regulations (COSHH)
- To handle cleaning materials in line with COSHH Regulations
- To report serious hazards to the line manager immediately
- To report faulty equipment and other maintenance requirements to the appropriate person
- Utilise cleaning resources in the most effective and efficient manner
- Work at all times in a manner that will ensure your own personal safety and that of others, including reporting of identified hazards



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- Carry out your duties in the most effective, efficient and economic manner available
- Ensure that at all times, duties and tasks are carried out in compliance with the Health and Safety Policy of the School and including the safe storage of any toxic/flammable Substances on site
- To undertake specialist cleaning programmes during school closures
- Inform and agree with the Headteacher/Caretaker requests for annual leave

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process

## Health and Safety Training

To undertake Health and Safety Training on areas within your remit

### GENERAL

- Communicate effectively as and when required both internally and externally
- Work co-operatively with, and in support of everyone at school
- Work with visitors in such a way that it enhances the reputation of the school
- Promote actively and follow the school's policies including Equality, Health and Safety, Safeguarding/Child Protection/Social Media/Data Protection
- You may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

### Contacts:

Pupils, teachers, senior staff, visitors to the school

### Relationship To Other Posts In The Department:

**Responsible to:** The Head teacher and The Governing Body, Caretaker, Teachers, Office Manager

**Responsible for:**

### Special Conditions:

DBS Disclosure Required – Enhanced

*"We follow in Jesus' footsteps to learn, love, rejoice, grow and forgive together"*



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**This job description may be amended at any appropriate time, following consultation between the Headteacher and the post holder and will be reviewed annually.**