



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

CLEANER
Varied hours per week

RELATIONSHIPS: Responsible to Facilities Manager

REMUNERATION: Salary HBC 2

HBC Ref:

JOB PURPOSE

To assist in the provision of a clean, healthy and safe environment which meets specific cleaning standards

Principal Responsibilities

- To take ownership of a designated area and maintain high standards of cleaning throughout it.
- To provide a good standard of cleaning to all buildings working within health and safety guidelines and meeting current legislation
- To complete all duties on a daily basis
- To wear, at all times, appropriate uniforms and PPE as supplied in accordance with health and safety regulations
- Undertake any training required to provide a safe service
- To take care of corporate assets, bringing any defects to the attention of the line manager
- Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements are stored correctly

- To be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents
- Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet / urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors
- Follow audit requirements. Sign attendance book correctly and increase productivity by arriving into work on time and leaving after fulfilling the contractual hours
- Work as part of a team appreciating and supporting the role of other people within the team
- Undertake personal development through training and other learning activities as required
- Attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- To undertake any other duties commensurate with the grade and overall level of the position.
- To attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Note: To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:	Stuart Evans
Job Title:	Director of Finance and Resources
Date:	01/06/24
Date for Review:	