**Cardinal Pole Catholic School**

**Job Description**

**Post**: Cleaner

**Grade**: Scale 4 (£13.54 an hour to £14.28 an hour)

**Hours:**  4pm -7.30pm (Monday to Friday) Term Time plus 3 weeks per academic year

**Responsible to**: Premises Manager

(Premises Assistant in the absence of the Premises Manager)

**Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Purpose of the post**

Monitor and manage the quality of work undertaken by a small cleaning team. Ensure  
the whole school premises are kept in a clean and hygienic condition and maintain a  
cleaning rota which has daily, weekly and termly components

**Main duties and responsibilities:**

**Cleaning Rota:**

* In conjunction with the Headteacher, Premises Manager/Assistants and other cleaning staff,  
  design and maintain a cleaning rota for the school premises taking into consideration  
  that certain activities have a sessional nature.
* Identify areas of concern within the cleaning duties at the school and make  
  recommendations for their solution.
* the monitoring of standards of cleaning and reporting where there are concerns and  addressing so that the site cleaning standards are maintained
* The cleaning rota may vary between term-time and school closure periods.

**Supervision & Training:**

* In conjunction with the Premises Manager/Assistants monitor the quality of work of the  
  cleaning staff within the school.
* Assist in the training of new cleaning staff ensuring that standards expected are clearly  
  defined, and their area of responsibility can be covered within the time frame of the  
  cleaning rota.
* monitoring and ordering of stock
* liaising with agencies for cover for short staffing

**Cleaning:**

* Carry out duties which include: cleaning, washing, sweeping, vacuum cleaning,  
  emptying litter bins, polishing and dusting of designated areas (which may include  
  toilets and shower areas) and fixtures and fittings, using where appropriate powered  
  equipment.

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties. The person in the post may also have to carry out other duties as may be necessary from  
time to time.

**Special Conditions of Service**

This post is subject to a Fully Enhanced DBS check, references and Rights to work in the UK. You must promote and safeguard the welfare of children, young and vulnerable people  
that you are responsible for or come into contact with.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the

School’s Equal Opportunities Policies.

**Person Specification**

**Essential Desirable**

