



Cleaner – Level 1, Grade 1 Point 1 Job Description

The post holder will report to the Teacher / Senior Teaching Assistant . Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To provide a flexible, seamless, customer focused cleaning service within schools.

Main Duties and Responsibilities:

The post holder reports to the Site Manager and Business Manager. Apart from team members, the main contacts of the job are: Other School staff, pupils and members of the public.

- Ensure all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, COVID 19 guidelines, established safe systems of work and School and Trust policies, practices and procedures.
- Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
- Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
- Assist in the care of equipment, materials and storage areas used in cleaning the building.
- Provide an efficient and effective removal, storage and waste disposal service.
- Identify and report building and equipment faults promptly.
- Prepare rooms for use, including functions and events and clear rooms after use.
- Participate in training as required.
- To attend training and administer basic first aid as and when required.
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.
- To undertake all duties with full regard to the Health and Safety at Work Act To contribute to the overall ethos, work and aims of the school and Trust.



- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to St Chad's RC Primary School and Emmaus Catholic Academy Trust's existing policies, such as child protection, health and safety, equality and data protection

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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

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

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Job description prepared September 2021 by the Headteacher

Agreed by Post Holder:



St Chad's RC Primary School

Signed Headteacher:

Signed Post Holder: