

# St Patrick's Catholic Primary School

## JOB DESCRIPTION

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

**POST TITLE:** CLEANER 1 hour per day – EARLY YEARS CLASSROOM and OUTDOOR PLAY AREA

**GRADE:** SCALE 1b. Point 6-8

### PRIME OBJECTIVES OF THE POST

Maintain an acceptable standard of cleanliness in the areas which you are allocated by using the correct methods, materials and cleaning equipment.

### RESPONSIBLE TO

Site Manager, Administrator, Headteacher and the Governors

### MAIN DUTIES AND RESPONSIBILITIES

#### Daily:

- Vacuum carpets
- Empty bins
- Mop floors
- Wipe tables and chairs
- Scrub toilet floors
- Clean sinks and toilets
- Check soap/toilet paper/hand towels
- Clean and fill water bottles
- Line up tyres in outdoor play area
- Put chairs around tables in classroom and in outdoor play area

#### As required and at least once per week:

- Remove any marks and stains from walls/floors as necessary
- Clean small windows in classroom doors
- Sweep up sand and leaves in outdoor play area
- Sweep out play house in outdoor play area
- Report repairs required to the cleaning equipment, school furniture and building to the Administrator Manager.
- Any other duties as requested by the Site Manager
- Security of equipment and materials

### KNOWLEDGE

There are no formal qualifications required for the role, however, it is expected that the post holder will be able to follow verbal and written instructions.

The post holder will be expected to use cleaning equipment to carry out the role effectively and use the correct method of cleaning where appropriate. Training will be provided.

### SKILLS

It is important that the post holder has the ability to work both as part of a team as well as on their own.

The post holder will be expected to use their initiative and organisational skills to ensure that work is completed on time on a daily basis.

The post holder will be expected to communicate with staff and pupils whilst carrying out the role.

### **INITIATIVE**

The post holder will be required to make day to day decisions for their own area of responsibility.

Additional support from the Site Manager and Administrator will be given as appropriate

### **DEMANDS**

The post holder will be expected to lift cleaning materials and move cleaning equipment around school.

Occasionally work will be required to be carried out urgently and therefore an ability to work under pressure is essential.

### **PEOPLE RESPONSIBILITIES**

The post holder will be required to deal with staff and pupils in school. There is a requirement that the post holder will deal with any person professionally, consistent with the values of the school.

The post holder must understand and be able to follow the requirements to safeguard and promote the welfare of children and adults in school.

Any confidential information must never be disclosed outside of the school.

### **RESOURCES**

The post holder will be responsible for the cleaning materials and equipment assigned to them. Only cleaning apparatus and materials provided by the school must be used. Any loss, breakage or damage must be reported to the Site Manager.

### **CONDITIONS**

The post holder will be required to move their cleaning materials and equipment around school to the area allocated to them.