



# St Mary's Catholic Primary School

*Together we journey with Jesus  
Inspiring each other to learn*



## JOB PROFILE - CLEANER

### Job Purpose:

To provide a good quality cleaning service that is responsive to the needs of the school, resulting in a clean and healthy environment for pupils and staff.

### Main Duties and Responsibilities

- To work alongside the School Caretaker, supporting and assisting where appropriate.
- To empty waste bins from designated areas and fit replacement bin liners where appropriate. Take bags of rubbish to external bins. Follow recycling policies wherever possible.
- To vacuum all carpeted floor surfaces, sweep and mop vinyl floor surfaces and sweep and buff polished wooden floor surfaces in designated areas.
- To clean and disinfect all toilets, toilet bowls, cisterns, cubicle doors and dividers, wash hand basins, taps, water fountains, towel dispensers, replenish toilet paper, hand soap, hand towels, clean mirrors, door handles and hand dryers in the designated area.
- To wipe down, dust or polish all classroom furniture, doors and windows (desks, tables, chairs, cupboards, window sills, door handles and lockers) located in the designated area, this includes computer screens and keyboards. Clean and disinfect any sinks within designated area.
- To wipe down radiators, and brush top of locker cupboards in designated areas.
- To carry out periodic cleaning tasks (usually during holiday periods) which includes high level dusting, wall washing and radiators, removing chewing gum from under desks and tables, cleaning the inside surfaces of all windows, cleaning behind radiators, removing curtains and blinds for cleaning, dusting picture frames and other similar duties.
- To periodically strip and re-polish vinyl and wooden floor surfaces, when required (this involves removing existing polish surface, scrubbing, wet mopping, applying a new layer of polish and buffing to achieve a shiny surface).
- To periodically carry out special cleaning routines following major decoration or building works.
- To take notice of and subsequently report any property defects or maintenance issues and to make sure that any areas that need to be locked after having been cleaned are appropriately secured.
- To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust's appraisal process.
- Any other reasonable duties commensurate with the level of the post.

**The successful applicant will be required to comply with all trust policies.**

**The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

## PERSON SPECIFICATION

## Knowledge & Qualifications

|   |  | Essential | Desirable | How Identified (application form-AF, qualification certificates - CQ, references-R, interview-I) |
|---|--|-----------|-----------|--|
| 1 | Awareness of Health and Safety requirements as related to cleaning in a school environment | ✓         |           | I  |
| 2 | Understanding of how to operate the equipment used for cleaning                            | ✓         |           | I  |
| 3 | Understanding of and commitment to, the safeguarding of children                           | ✓         |           | I  |
| 4 | Understanding of how to assess risks and work safely in a school environment               |           | ✓         | I  |
| 5 | Knowledge of COSHH   |           | ✓         | I  |
| 6 | Basic knowledge of the safe use of chemicals and equipment                                 |           | ✓         | I  |

## Experience

|    |   | Essential | Desirable |      |
|----|---|-----------|-----------|------|
| 7  | Experience of cleaning - domestic or commercial   | ✓         |           | AF/I |
| 8  | Experience of operating machinery as required for the tasks outlined in the job description | ✓         |           | AF/I |
| 9  | Experience of working successfully as part of a team  |           | ✓         | AF/I |
| 10 | Experience of cleaning in a school, or other similar working environment                    |           | ✓         | AF   |
| 11 | Experience of "deep" cleaning   |           | ✓         | AF/I |

## Skills & Personal Attributes

|    |   | Essential | Desirable |    |
|----|---|-----------|-----------|----|
| 12 | Self-motivated approach to work, with good timekeeping                            | ✓         |           | I  |
| 13 | Reliability and dependability   | ✓         |           | I  |
| 14 | Able to follow instructions and work within procedures and guidelines as required | ✓         |           | I  |
| 15 |   |           |           |    |
| 16 | Flexible approach to work   | ✓         |           | I  |
| 17 | Ability to work well in a team  | ✓         |           | I  |
| 18 | Commitment to the safeguarding of young people, equalities and health and safety  | ✓         |           | I  |
| 19 | Ability to communicate well with children, school staff and visitors              | ✓         |           | I  |
| 20 | Ability to respond calmly to emergencies  | ✓         |           | I  |
| 21 | Basic IT literacy for communication purposes, requesting stock etc.               |           | ✓         | AF |
| 22 | A willingness to support Catholic / Christian ethos of schools                    | ✓         |           | I  |