



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

CLEANER

Grade: Foundation Living Wage

Responsible to: Site Manager

25Hours:

- to be negotiated from 12.5 to 25 hours per week
- shifts are 6.00am- 8.30am and 2.30pm-5.00pm
- this post is term-time only plus 2 weeks

Purpose of the Role

- To uphold the Catholic ethos of Corpus Christi Catholic High School.
- Under the direction and instruction of the Site Manager, to undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.
- To work within School policies and procedures
- To attend staff training as appropriate
- To support the promotion of positive relationships with all stakeholders and the wider community

Lines of accountability

The day to day line of accountability is to the Site Manager

Core Expectations

Cleaning

- Cleaning including closure cleaning;
- Sweeping, vacuum cleaning and mopping of floors;
- Emptying litter bins;
- Polishing and dusting of surfaces and fixtures and fittings;
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment e.g. floor buffer;

- To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
- To inform Site Manager of matters requiring attention e.g. light bulb replacement, blocked toilets etc;
- To inform Site Manager when there is low stock of cleaning materials and other disposables etc;
- To undertake training in the correct use of cleaning equipment as appropriate;
- To fully participate in appraisal, supervision and training as required

Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.

To undertake such other duties, commensurate with the grade, as the Headteacher and governing body require from time to time.

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

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

Note

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.