



Post Title:	Temporary Cleaner
Job Purpose:	<ul style="list-style-type: none"> • To support the Catholic ethos of the school, and to safeguard the well-being of all pupils in school. • To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it. • To help maintain the fabric of the school building. • To maintain cleanliness in order to prevent any health risk from occurring in school. • To adhere to all the school policies and procedures, especially those for attendance, safeguarding, data protection and code of conduct.
Reporting to:	Cleaning Supervisor, Site Manager
Hours:	3.10pm – 5.50pm, Monday to Friday
Grade:	Support Staff Grade 1
Duties and Responsibilities:	<ul style="list-style-type: none"> • To clean a specified area of the school to the required standard as instructed by the Cleaning Supervisor. • Wash floors, surfaces, fixtures and fittings up to a specified height. • Clean the inside of windows to a specified height. • Sweep and vacuum floors. • Polish and dust surfaces and furniture. • Clean toilets and shower areas. • Use cleaning materials as appropriate, and according to their instructions for use. • Empty bins and remove rubbish from the premises. • Report any damages to school property or any other relevant matters to the Cleaning Supervisor. • Use power cleaning equipment as directed. • Undertake relevant non routine cleaning as instructed by the Cleaning Supervisor. • Undertake any relevant training. • Comply with requirements of Health and Safety at work regulations. • Take reasonable care for the Health and Safety of themselves and for others. • Co-operate with the Cleaning Supervisor to ensure Health and Safety responsibilities are carried out. • Have a responsibility for promoting and safeguarding the welfare of any children and young people they come into contact with.

	<ul style="list-style-type: none"> • Undertake appropriate professional development including adhering to the performance management principle.
Other Specific Duties	<p>Observance of the city council’s Equal Opportunities Policy will be required.</p> <p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school’s corporate policies. • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other reasonable duty not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
Level of Supervision	<p>Left to work within established guidelines subject to scrutiny by Cleaning Supervisor.</p>