



# JOB DESCRIPTION

**School/College:** Christ Church & St Peter's CE Primary School

**Job Title:** Cleaner

**Grade:** 2

**Responsible To:** Premises Officer, Business Manager, Headteacher

**Key Relationships/  
Liaison with:** Premises staff, Teachers, Classroom Support Staff

**Job Purpose:**

To support the teaching staff, to meet the academic, pastoral and other needs of students by improving the quality of teaching and learning, thereby enabling all students to achieve the full potential by;

To ensure that a high level of cleanliness is maintained throughout the School/College on a daily basis.

## MAIN DUTIES AND RESPONSIBILITIES:

1. To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training.
3. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
4. Use approved cleaning materials in accordance with the manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
5. To be responsible for the care of all cleaning equipment and materials assigned to them.
6. When practicable ensure windows and doors are closed and locked when leaving rooms.
7. Report to the Premises Officer any defects seen, likely to effect security i.e. broken windows, window catches.

8. To be aware of their responsibilities for the Health & Safety of themselves and others.
9. Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

**SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Diocese of Leicester Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

# PERSON SPECIFICATION

**School/College:** Christ Church & St Peter's CE Primary School  
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**Grade:** 2

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>	N/A		App/Doc
<b><u>Experience</u></b> Experience of cleaning activities and schedules in large establishments.		✓	App/Ref
<b><u>Knowledge</u></b> Good knowledge of cleaning techniques, materials and chemicals.  Ability to use electrical & mechanical equipment, e.g. floor polishers, scrubbing machines  Awareness of Health and Safety legislation, policy and good working practices relating to the role of the cleaner.	✓   ✓	✓	App/Ref/ Int
<b><u>Skills/Attributes</u></b>  Flexible, able to meet deadlines and prioritise situations as they arise.  Ability to undertake general cleaning duties.	✓  ✓		App/Ref/ Int
<b><u>General Circumstances</u></b> Attendance - evidence of regular attendance at work  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to day-to-day situations	✓  ✓		App/Ref/ Med  App/Int
<b><u>Factors not already covered</u></b>  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form  
 Test = Test  
 Int = Interview  
 Med = Medical Questionnaire

Pre = Presentation  
 Doc = Documentary Evidence (E.g., Certificates)