



ST. BEDE'S CATHOLIC JUNIOR SCHOOL
celebrates life and learning

Cleaner- Job Description

Key Duties

- 1 Provide a good standard of cleaning to all buildings working within health & safety guidelines and meeting current legislation.
- 2 Complete on a daily basis, all duties including Job Card using specific floor plans.
- 3 Carry out a deep clean during school closure periods.
- 4 Wear, at all times, appropriate uniforms and other PPE as supplied in accordance with health & safety legislation.
- 5 Undertake any training required to provide a safe service
- 6 Take care of corporate assets, bringing any defects to the attention of the line manager.
- 7 Responsibility for completion of personal timesheet ensuring it arrives timely at the office on a monthly basis.
- 8 Ensure good housekeeping, keeping cleaning store clean and tidy ensuring implements stored correctly.
- 9 Be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents.
- 10 Cleaning tasks may include any of the following for which training will be given; vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors.
- 11 School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff to share this commitment.
- 12 Undertake any other duties and responsibilities as may be assigned from time to time by the Headteacher, which are commensurate with the grade of the job.

CLEANER - PERSON SPECIFICATION

Job Title:	School Cleaning Operative
HBC Grade:	HBC1
Service:	Cleaning Services
Division:	Property Services

Education / Qualifications	Essential	Desirable	How Identified
		BICS or NVQ Qualification	All essential qualification certificates must be presented at interview.
Other Requirements	Essential	Desirable	How Identified
	Willingness to work overtime when required.		Application / Interview
	Willing to take on any duties that are reasonably requested by management/site manager.		Application / Interview
	Willing to partake in training.		Application / Interview

	Experience	Knowledge	Skills & Abilities	How Identified (delete as appropriate for each criteria)
ESSENTIAL	Experience of having worked as a cleaning operative.		Have the ability to be flexible and be committed to team or lone working.	Application / Interview
			Must have a positive attitude, be honest and hardworking, and have commitment and pride in their job.	Application / Interview
DESIRABLE		A good knowledge of all cleaning tasks, Health & Safety and safe systems of work.		Application / Interview