



ST. HELEN'S CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION



MISSION STATEMENT

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER
IN HEAVEN.**

Job Title	CLEANER
Grade	
Reports to	Headteacher/ Site Manager
Responsible for	All school cleaning
Liaison with	Site Manager, Classroom Teachers and Headteacher
Job purpose	To undertake cleaning within the school according to school procedures using a variety of methods including machinery and adhering to safety regulations.

DUTIES

- To carry out cleaning in all and any areas of the school.
- Frequency of cleaning to be taken as directed by school procedures.
- To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- In emergency situations to assist with the clearing of snow and ice from paths and entries.
- To undertake training in the correct use of cleaning equipment such as floor machines, vacs, wets pick-ups and in health and safety and the use of cleaning chemicals.
- To notify the Site Manager or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and /or staff.
- All employees are expected to have a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.

GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF

- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.
- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.