



Saint Felix School Job Description – Cleaner

Please note that this non-contractual Job Description is not fully inclusive and tasks may change according to operational needs

Role Purpose. To provide efficient and effective cleaning support to the School, including ensuring that the security and general appearance of the buildings and surroundings are maintained in accordance with the required standards. To ensure the prompt and efficient operation of all services at the required times and to help maintain a clean and hygienic working environment.

Line Management.

Reports to:	Domestic Services Manager
Key Interfaces:	Bursar and Department Heads
Staff Reports:	Nil

This role will be a permanent position, 37 weeks per year (term time, 35 weeks, plus 2 weeks, the first week and the last week of the summer holidays) on a part-time basis. Hours will be 4pm-8pm, Monday – Friday. Extra Summer work during July and August may also be available.

Duties and Responsibilities.

The Domestic service team are required to undertake all general cleaning duties as directed by the Domestic Services Manager. Full training will be given on the products and systems in place. At the end of the training period, members of staff should know all the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures. Tasks will include.

- Emptying waste bins
- Sweeping floors
- Mopping floors
- Dusting, damp wiping, washing or polishing the furniture
- Vacuuming classrooms
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes
- Notify management of occurring deficiencies or needs for repairs
- Follow all health and safety regulations

Security

- Take all necessary steps to ensure the security of the buildings, stores, office space and other resources either belonging to or under the control of Saint Felix School

General

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to:
 - all school safeguarding related policies and regulatory requirements;
 - the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role
- To operate at all times within the stated policies and practices of the school
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To ensure any safety regulations are observed
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Requirement	Essential	Desirable	Method of assessment
Qualifications			
Experience	Experience of general cleaning activities		Application Interview
Skills and knowledge	Ability to undertake a range of cleaning duties to a high standard Ability to work in an organised and methodical manner Ability to work as part of a team and to support colleagues	Current Health & Safety legislation	Application Interview
Attributes	Innovative Willingness to go the extra mile		Application Interview
Other	Willingness to work additional hours on an ad hoc basis when required		