



Cleaner

Job Description & Person Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Job Description for Cleaner

Grade: Emmaus Catholic MAC Pay Scales
Grade ES1 (SCP 3)
£25,614 per annum FTE (pro rata 39 weeks, FTE £22,110.58 – £22,610.64)

Line Manager: Principal and Site Manager / Cleaner in Charge

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

15 hours per week to be worked normally within the core time of 6.00am to 6.00pm depending on the needs of the school. This post is 39 weeks per year.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Routinely and thoroughly cleaning the premises and furnishings in all room types using the correct techniques and equipment during term time.
 - to include but not limited to sweeping, vacuuming, damp dusting, dust, mopping, machine cleaning floors, polishing and emptying of litter bins.
- Deep clean and sanitise toilets, sinks and urinals daily.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or students.
- Cleaning sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
- Periodic cleaning of premises and furnishing during periods of school closure, to include deep cleans, scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
- To replenish all consumables as and when required e.g. soap, paper towels, toilet paper etc
- Safety use of all types of electrical cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.
- Safety handle chemical agents strictly in accordance with COSHH (Control of Substances Hazardous to Health) guidelines.
- Working safely using correct warning signs, protective clothing and safety equipment and being mindful of hazards to other staff and students. Compliance with the Health and Safety practices of the MAC/School.
- To be responsible for emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment that has been used. Checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.

- To work at all times under the direction of the Cleaner in Charge / Site Manager / Principal.
- To inspect and report any defects or damage to school property immediately to the Principal or Site Manager.
- Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
- Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.
- To undertake in training as and when identified by the Site Manager / Principal.
- Have a sound understanding of safeguarding in an educational setting and be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection
- Support the school's policies and procedures.
- Contribute to the overall ethos of the School and MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

Person Specification for Cleaner

Task	Essential	Desirable
Qualifications and Training		
Willingness to undertake training as required	✓	
Able to understand and apply regulations such as health and safety and manual handling	✓	
Knowledge and Experience		
Experience in cleaning role	✓	
Good working knowledge or willingness to train in health and safety, and COSHH regulations	✓	
Practical Skills		
Excellent cleaning skills	✓	
Excellent communication skills	✓	
To work flexibly to meet the needs of the service	✓	
To adhere to equal opportunities, health and safety, safeguarding and other school policies	✓	
Personal Qualities and Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team.	✓	
Ability to relate well to children and adults.	✓	