

ST MATTHEW'S RC HIGH SCHOOL

Job Description

Cleaner Level 1, Grade 1

Education - School Based Staff

The post holder reports to the Head Teacher and Assistant Head. Apart from team members, the main contacts of the job are: Other School staff, pupils and members of the public.

Main Purpose of the Job

To provide a flexible, seamless, customer focused cleaning service within schools.

Main Duties

1. Ensure all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, established safe systems of work and St Matthew's RC High School policies, practices and procedures.
2. Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
3. Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
4. Assist in the care of equipment, materials and storage areas used in cleaning the building.
5. Provide an efficient and effective removal, storage and waste disposal service.
6. Identify and report building and equipment faults promptly.
7. Prepare rooms for use, including functions and events and clear rooms after use.
8. Participate in training as required.

Where the post holder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be given full consideration.

ST MATTHEW'S RC HIGH SCHOOL

Person Specification

Cleaner Level 1, Grade 1 Education – School Based Staff

For this job we are looking for:

Ability to work as part of a team or individually.

Ability to develop good working relationships with all contacts.

Ability to understand simple instructions.

Ability to carry out cleaning functions and associated duties to specified standards.

Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary).

Personal Style and Behaviour

Willingness to consent to and apply for an enhanced Disclosure & Barring Service Police check.

Commitment to continuous service improvement.

Personal commitment to self development.

Willingness to work flexibly and to undertake any other duties which contribute to the delivery of school services.

Willingness to carry out duties with regard to the school's Equal Opportunities Policy.

Please submit completed CES Support Staff Application Form and 3 other supporting CES forms, i.e. Consent to Obtain References, Recruitment Monitoring and Rehabilitation of Offenders Act Forms by:

Closing Date: 9.00 a.m. on Friday 26 July 2019.

Shortlisting: Friday 26 July 2019.