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| **Job title:** | **Cleaner** |
| **Salary and grade:**  **Hours:** | Grade 1, Point 1 (inclusive of all allowances)  20-hours per week (2 x two hour shifts on weekdays) |
| **School:** | The Cardinal Wiseman Catholic school |
| **Line manager:** | Andy Brathwaite |
| **Supervisory responsibility:** | None |

# Main purpose of the post:

All caretaking/cleaning staff are expected to support a team ethos to maintain the school environment. This is achieved through the successful completion of an individual’s own role and a willingness to assist and aid colleagues in their responsibilities.

# Key Duties:

# Emptying waste bins or similar receptacles, transporting waste material to designated collection points.

# Sweeping floors with brushes or dust mops.

# Mopping floors with wet mops

# Suction cleaning carpeted areas

# Dust, damp wipe or polish room furniture and surfaces

# Replenish consumable items

# Clean toilets and all other bathroom equipment

# To use such chemical agents as directed to keep a clean environment within your area of the school

# To undertake wall washing or inside window pane cleaning

# To maintain confidentiality and observe data protection where appropriate

Please Note:

(i) The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

(ii) The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

(iii) The post holder may be required to perform any other reasonable tasks after consultation.

(iv) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

(v) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. During the school holidays the Job Description may vary again slightly, after consultation, to meet the needs of school when no or very few pupils or staff are on site.

(September 2012)

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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| **Signature of Post holder** |  | **Date** | **/ /** |
| **Signature of Headteacher** |  | **Date** | **/ /** |