Woolton
Liverpool
L25 6EG
T: 0151 288 1000
sfx1842.org

JOB DESCRIPTION

Job Title:	Cleaner	**Grade:**	Grade 1 SCP 2-3
Area/Section:	St Francis Xavier's Catholic Academy	**Salary:**	FTE £23,656.00 - £24,027.00 Actual - £9,415.75 - £9,563.41
Date Prepared:	November 2024	**Contract:**	**16 hours per week** Monday 3.00pm - 6.00pm, Tuesday, Wednesday and Thursday, working hours 2.30pm - 6.00pm and on Friday 2.30pm - 5.00pm.
Reporting to:	Cleaning Manager		Permanent - part time *Please note that this position is not term time.*

Role Purpose

The main purpose of the post is to work as part of the team and contribute to the achievement of its objectives. You will be responsible for the cleaning of designated areas as allocated by the Cleaning Manager ensuring that the standards of cleaning meet the expectations of the school.

Key Responsibilities and Accountabilities

Role & responsibilities:

- To develop and maintain an efficient and effective cleaning service.
- To provide a consistently high standard of service to the school.
- To work alongside the cleaning team, ensuring the delivery and quality of the cleaning operation is to the highest standards.
- The post-holder will be committed to promoting the welfare, appropriate development and protection of young people.

Key Responsibilities and Accountabilities

Role & responsibilities:

- To maintain a clean internal environment of the school premises to support the professional delivery of the curriculum
- Undertake individually or as part of the team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition in compliance of Health & Safety and COSHH.
- Cleaning duties will include
    - vacuum cleaning hard and soft floors
    - spot cleaning of spillages

Woolton
Liverpool
L25 6EG
T: 0151 288 1000
sfx1842.org

- wiping furniture, ledges, pipes, paintwork, walls, doors and polishing door glass
- cleaning toilets including sanitary fittings and surrounds
- mopping and spray cleaning hard floor surfaces
- wiping, polishing and straightening furniture
- checking and closing windows and doors

- To participate in staff training and development - CPD.

General Responsibilities

Other:

- Maintain confidentiality and follow General Data Protection Regulations at all time
- Attend relevant training as the need or opportunity arises
- Carry out all duties in a safe manner and in line with current school policies and procedures
- Any other duty deemed commensurate with the post / scale as directed by the Line Manager, or Senior Leadership Team.

Safeguarding:

- All staff must adhere to the Academy's safeguarding procedures at all times as outlined in the Academy's Child Protection and Safeguarding Policy and DfE guidance "Keeping Children Safe in Education".

General Responsibilities

Additional Notes:

- The post holder is expected to demonstrate alignment to, and willingness to support, the organisation purpose, aims and commitment to its values and behaviour
- Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on a basis of their relevant abilities. A copy of our equal opportunities policy is available on request.
- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and support differences and ensure equal opportunities for all.

Woolton
Liverpool
L25 6EG
T: 0151 288 1000
sfx1842.org

- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff and visitors.
- Other duties commensurate with the grade of the post as directed by the Trust CFOO.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

Signed (post holder):	**Signed (Headteacher):**
Date:	**Date:**

'St Francis Xavier's Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors' volunteers and visitors to share this commitment.