



Holy Family Catholic Multi Academy Trust

Cleaner Job Description

Job Title:	Cleaner
Location	St Augustine's Primary School and Nursery
Responsible To:	Caretaker and Headteacher
Salary Grade:	Band B, scale point 3 £24,796 FTE) £13.20 per hour
Contract:	This is a part-time, permanent contract. This post is 10 hours per week, 43 weeks per year.

Key Purpose of Job

Undertake as part of a team, the cleaning of designated areas within the premises of the school, ensuring that they are kept in a clean and hygienic condition.

Key Responsibilities of the Post

- Perform general cleaning tasks to maintain the cleanliness and appearance of the facility, including but not limited to sweeping, mopping, vacuuming, and dusting.
- Clean and sanitise toilets, break rooms and kitchen areas etc.
- Empty and dispose of rubbish and recyclables.
- Restock cleaning and janitorial supplies as needed.
- Report any maintenance or repair issues to the appropriate personnel.
- Adhere to established cleaning schedules and protocols.
- Ensure compliance with health and safety standards while performing cleaning duties.
- Perform additional cleaning duties as assigned by the supervisor or manager.
- Cleaning of outdoor areas and grit spreading as required.
- Using powered machinery where and when required.

Supervision / Line Management Responsibilities of the post

None associated with this post for direct line management of staff employed by the school.

Working Environment & Conditions of the post

The role is performed mainly inside St Augustine's Primary School and Nursery



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Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To contribute to the effective working of the HFCMAT.
- c) Maintain positive, professional relationships with students, parents/carers and teachers.
- d) To participate in induction training, staff review processes and professional development opportunities.
- e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles.
- g) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled.
- h) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures.
- i) The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based.
- j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- k) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.



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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Professional Development	Willingness to continue professional development	E	A, I, R
B. Experience	Experience of working in a similar role	E	A, I, R
C. Knowledge/ Skills	Appropriate use of equipment and products associated with general cleaning	E	A, I, R
D. Communication	Ability to work without direct supervision	E	A, I, R
	Ability to communicate effectively with students, managers, staff, contractors, when required	E	A, I, R
	Good standard of oral and writing skills	E	A, I, R
E. Personal Qualities	Ability to work flexibly according to the needs of the service	E	A, I, R
	Ability to work on own initiative and within the team	E	A, I, R
F. Technology/IT Skills	Use of Microsoft Office software	D	A, I, R
H. Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	E	A, I, R

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference