**Our Lady’s Catholic High School**

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| **Job Description** |
| **Post Title:** Cleaner **Grade** Foundation Living Wage |
| **Scope of Work – appropriate for this post:** Under the direction and instruction of the Cleaning Supervisor undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition and to the agreed quality standards. |
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| **Cleaning*** Cleaning including closure cleaning;
* Sweeping, vacuum cleaning and mopping of floors;
* Emptying litter bins;
* Polishing and dusting of surfaces and fixtures and fittings;
* Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
* Using appropriate powered equipment e.g. floor buffer;
* To notify Cleaning Supervisor of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
* To inform Cleaning Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc;
* To be responsible for turning lights off and closing windows in their appointed areas;
* To inform the Cleaning Supervisor when there is low stock of cleaning materials and other disposables etc;
* To undertake training in the correct use of cleaning equipment as appropriate;
* Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.

**General*** At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
* To participate in the School’s appraisal scheme where appropriate;
* Undertaking training as appropriate.
* The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
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