**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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