**Cleaning Post - Full Job Description**

Cleaners are Our Lady and St Kenelm are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification.

**Reports to:** Site Manager

**Specific Accountabilities**

* Thoroughly cleaning areas to the highest specification, as directed, using correct techniques and cleaning equipment.
* Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
* Locking and unlocking windows and doors as directed.
* Undertaking training in use of methods, materials and equipment, as instigated by your Supervisor.
* Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
* Replenishing supplies of toiletries, plastic bags etc., as directed.
* Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
* Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
* Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
* Reporting immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
* Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.
* Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
* Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
* Any other related duties, as directed by your Supervisor.

**Key Accountabilities**

* To be accountable for and promote equality, diversity and community cohesion to meet school objectives.
* All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
* To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
* In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the school.
* To represent the Council and School in a professional manner meeting the school aims. To comply with school policies and code of conduct.
* To actively promote the Council and School’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
* Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies.
* All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
* To be responsible for adhering to legislative requirements, Council Policies and Procedures, school policy and procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

**Our Lady and St Kenelm is committed to safeguarding and promoting the welfare of children and young people and therefore the post is subject to an enhanced DBS statement.**

**We also conduct online searches for all posts in line with guidance from KCSIE 2024.  Online searches are not part of the shortlisting process itself and candidates will have a chance to address any issues of concern that come up during the search at interview.**