



St Bartholomew's CE Multi Academy Trust

JOB DESCRIPTION

POST/JOB TITLE	SCHOOL CLEANER
RESPONSIBLE TO:	Headteacher
LINE MANAGED BY:	Director of Finance and Operations
JOB PURPOSE:	To undertake cleaning duties at St Bartholomew's CE Multi Academy Schools
DUTIES AND RESPONSIBILITIES	<p>1. To clean designated areas to ensure they are kept in a hygienic condition including;</p> <ul style="list-style-type: none"> • Vacuuming and cleaning floors including the use of powered equipment • Dusting and polishing furniture and other surfaces • Cleaning walls and other paintwork, tiles and surfaces • Emptying and cleaning waste bins • Cleaning toilets, sinks and basins • Replenishing paper towels and toilet rolls • ICT equipment <p>Designated areas can be classrooms, offices, reception areas, school halls, stairways, dining rooms, etc</p> <p>2. To work under the direction and supervision of the Site Manager.</p> <p>3. To attend statutory and relevant training as directed by the Head Teacher.</p> <p>4. There will be a need to lift and move classroom furniture and equipment, push heavy cleaning equipment and bend and stretch to move furniture and other articles.</p> <p>5. To ensure that rooms attain a specified standard, reflecting a pride in the designated areas of cleaning.</p> <p>St Bartholomew's CE Multi-Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment. Each applicant will be expected to undertake compliance checks including Enhanced DBS check, Prohibited list, Barred list and Qualifications.</p> <p>All employees must adhere to the Safeguarding and Child Protection Policy.</p>
WORKING TIME AND STATUS	15 HOURS PER WEEK, TERM TIME ONLY PLUS TWO WEEKS (41 WEEKS OF THE YEAR)
SALARY/ GRADE	Grade 2 Salary Point 2-3
CONDITIONS	All duties must be carried out to comply with a) The Health & Safety at Work Act (NI) 1978

	<p>b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements</p> <p>c) Codes of Practice</p> <p>All duties will be carried out in the working conditions inherent in the particular job. All necessary paperwork must be completed.</p> <p>The post holder must at all times take pride in the school, site and their own general appearance, perform tasks requested by the Headteacher & Site Manager within the expertise of the post holder.</p> <p>The post holder must comply with St Bartholomew's CE Multi Academy Trust's Equal Opportunities Policy and Health and Safety Policy.</p> <p>The school has a no smoking policy which means that smoking is not allowed in the workplace or on the school grounds.</p>
<p>AGREEMENT</p>	<p>Issued after consultation.</p> <p>This job description may be amended at any time following discussion between the Headteacher/ CEO and member of staff.</p> <p>Received and accepted by: _____</p> <p>Head Teacher: _____</p> <p>Date: _____</p>