



Diocese of Middlesbrough



Fides Caritas Unitas

# ALL SAINTS RC SCHOOL

Diocese of Middlesbrough  
Head Teacher: Mrs S L Keelan-Beardsley



Upper Site: Mill Mount, York, YO24 1BJ \* Tel: (01904) 647877 \* Email: [usreception@allsaints.york.sch.uk](mailto:usreception@allsaints.york.sch.uk) \* Sixth Form: [6fadmin@allsaints.york.sch.uk](mailto:6fadmin@allsaints.york.sch.uk)  
Lower Site: Nunnery Lane, York, YO23 1JG \* Tel: (01904) 647877 \* Email: [lsreception@allsaints.york.sch.uk](mailto:lsreception@allsaints.york.sch.uk) \* Website: [www.allsaints.york.sch.uk](http://www.allsaints.york.sch.uk)

## Job Description - Cleaner

<b>Job Title:</b>	Cleaner
<b>Job Purpose:</b>	To provide a good quality cleaning service that is responsive to the needs of the school, resulting in a clean and healthy environment for pupils and staff.
<b>Accountable to:</b>	Cleaning Supervisor
<b>Accountable for:</b>	
<b>Liaising with:</b>	Supervisor and co-workers relating to the allocation of tasks.
<b>Salary Grade:</b>	£8.75 per hour (Living Wage)
<b>Disclosure level:</b>	Enhanced

### General responsibilities and key tasks as shown below:

<b>Main (Core) Duties</b>	<ul style="list-style-type: none"> <li>To work as part of the school cleaning team, supporting and assisting colleagues where appropriate.</li> <li>To empty waste bins from designated areas and fit replacement bin liners where appropriate. Follows recycling policies wherever possible.</li> <li>To vacuum all carpeted floor surfaces, sweep and mop vinyl floor surfaces and sweep and buff polished wooden floor surfaces in designated areas.</li> <li>To clean and disinfect all toilets and wash hand basins, replenish toilet paper, hand soap and hand towels and clean mirrors, door handles and hand dryers in the designated area.</li> <li>To wipe down, dust or polish all classroom furniture (desks, tables, chairs, cupboards and lockers) located in the designated area.</li> <li>To carry out periodic cleaning tasks (usually during holiday periods) which includes high level dusting, wall washing, removing chewing gum from under desks and tables,</li> </ul>
---------------------------	---



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

	<p>cleaning the inside surfaces of all windows, cleaning behind radiators, removing curtains and blinds for cleaning, dusting picture frames and other similar duties.</p> <ul style="list-style-type: none"> <li>• To periodically strip and re-polish vinyl and wooden floor surfaces, when required (this involves removing existing polish surface, scrubbing, wet mopping, applying a new layer of polish and buffing to achieve a shiny surface).</li> <li>• To periodically carry out special cleaning routines following major decoration or building works.</li> <li>• To take notice of and subsequently report any property defects or maintenance issues and to make sure that any areas that need to be locked after having been cleaned are appropriately secured.</li> </ul>
<b>Creativity and Innovation</b>	<ul style="list-style-type: none"> <li>• The post holder is required to carry out routine duties with very limited opportunity to be creative or use their initiative.</li> </ul>
<b>Decisions, Discretion &amp; Consequences</b>	<ul style="list-style-type: none"> <li>• The work is routine and covered by policies and procedures and advice is readily available from the Supervisor.</li> <li>• If work is not carried out to the required standard the Supervisor may instruct the post holder to repeat the tasks.</li> </ul>
<b>Resources – financial &amp; equipment</b>	<ul style="list-style-type: none"> <li>• Post holders have shared responsibility for the proper use and safekeeping of materials and small items of equipment which may include: vacuum cleaner, buffing machine, wet pick up machine.</li> </ul>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>• The work involves routine cleaning tasks which may be interchanged within a set programme of work to accommodate the needs of the school eg altering the sequence of cleaning of classrooms where a classroom is used for an evening class.</li> <li>• Work requires moderate physical effort which will involve walking, standing, bending, some lifting and operation of the cleaning machines.</li> <li>• Work is carried out indoors. There will be some exposure to chemicals and unpleasant conditions.</li> <li>• Work involves minimal risk to personal safety.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• The post holder requires a basic knowledge of the safe use of chemicals and equipment and security policies and procedures which can be gained from an initial induction and on the job training.</li> </ul>