



**Our Lady of Mount Carmel Catholic First School Academy
Job Description**

Post: Cleaner
Line Manager: Cleaner in charge

1. JOB PURPOSE

The post holder will be responsible, under the direction of the Cleaner in Charge for the cleaning of the school premises.

The post holder will complete tasks and duties allocated by the Cleaner in Charge.

The job involves some lifting (table, chairs, equipment etc) and bending and the post holder will be expected to work across the school.

2. GENERAL DUTIES FOR Cleaning Staff-

DUTIES TO BE ALLOCATED BY THE CLEANER IN CHARGE DAILY DUTIES

Staff toilets to be cleaned thoroughly
on both sides and toilet basins inside and outside.
Floor area around the toilets and washbasins.
Paper towels and soap to be replenished as necessary.
Hand basins to be cleaned and bins containing paper towels to
be emptied.
Floor areas in the staffroom to be swept and moped daily.

CLASSROOMS

All carpet areas to be vacuumed daily.
Uncarpeted floor areas to be swept and moped.
Wipe down children's tables and teachers' tables.
Clear up any spilt paint, glue etc.
Empty waste bins.

OFFICE AND STAFFROOM

Vacuum carpet/mop and sweep floor
Empty waste bins
Close blinds, as appropriate.

HALL

Sweep hall and mop floor,
dust ledges, heater, piano.
Clean glass on door as necessary.

WEEKLY DUTIES

Classrooms
Dust computers, ledges, shelves, window sills, pipes and under pipes.

OFFICE AND STAFF ROOM

Clean telephone as necessary.
Dust window ledges, desks and computers.

HOLIDAYS (Additional Banked Hours)

Wash all windows sills, shelves and cupboards.

Wash light fittings.

Clean window blinds.

Wipe doors and frames.

School should be completely "spring-cleaned".

Cupboards and furniture moved and cleaned thoroughly.

Walls to be dry mopped to approx 2 metres.

Childrens' tables and chairs thoroughly washed.

Safeguarding children

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Enhanced Disclosure Procedures.

The ability of all candidates to fulfil the criteria will be tested and assessed during the selection process and the process will include an assessment of a person's suitability to work with children. All shortlisted applicants will be asked to explain discrepancies or anomalies in the information provided on the application form.