



ST FRANCIS SCHOOL

One childhood, many opportunities

CLEANER

JOB DESCRIPTION

This job description will be reviewed as part of the Appraisal and Performance Review process, and any changes may be mutually agreed between the job holder and the Bursar during the interim. Whilst this Job Description provides an outline of the post, it is not a definitive list and the job will evolve to meet changing circumstances.

Responsible to:

1. Estate Manager
2. Bursar

GENERAL DUTIES OF ALL STAFF:

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the school.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

Main Duties and Responsibilities:

To work in School and Nursery buildings as a Cleaner during term time and school holidays as directed.

Provision of Cleaning Services

1) Regular Cleaning

To clean the buildings and toilet facilities in the School (term-time only), Nursery (year round) and areas used by the School holiday camp (school holidays only) as directed.

To include on a daily basis:

- Emptying bins
- Hoovering and mopping floors
- Wipe down of desks, tables, chairs and other hard surfaces
- Wipe down of high use areas such as door handles and light switches
- Toilet areas (floor swept and mopped, urinals, basins and toilet pans cleaned)

A checklist will be provided for each building/specific room.

2) Deep Cleaning

To perform deep cleans of buildings as requested during the school holidays.

3) Other cleaning tasks

To respond to any other emergency cleaning requirements around the School and Nursery.

Updated

December 2021

PERSON SPECIFICATION

Skills and Personal Qualities

Essential

- Works methodically and rigorously maintaining high standards of work
- Has high levels of enthusiasm and commitment
- Be very reliable and have excellent time keeping skills
- Be able to work unsupervised
- A hard-working team player with an eagerness to participate fully in the life of a busy school

Desirable

- Knowledge of the safe use of chemicals and best cleaning practice