



JOB DESCRIPTION

Post title	Part-time School Cleaner (Early Morning)
Salary	Single Status Grade 3 Point 7
Responsible to	School Business Manager and Site Manager
Main Purpose of the Job	To provide a cleaning service in specified areas of the site.
Main Functions.	<ol style="list-style-type: none"> 1. To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Caretaker and/or Business Manager. 2. To operate cleaning machinery in accordance with instructions. 3. To dilute and use cleaning materials as instructed. 4. To collect and remove waste/rubbish from work area to collection point as directed. 5. To clean and maintain cleaning equipment as instructed. 6. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff. 7. To comply with instructions relating to security and confidentiality.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.