**Cleaners Job Description**

**Name**

**Hours of Work:**

\*Additional hours will be required on occasion.  
  
The position of School Cleaner at Sacred Heart Primary RC School is one of responsibility and importance, requiring a person of high standards, service and efficiency. The duties include day-to-day cleaning of the school which include vacuuming, polishing, dusting, mopping and the use of commercial cleaning equipment. The School’s Cleaners play a vital role in providing a clean and safe learning environment for our children and staff.  
  
**Daily Duties:**  
• Thorough cleaning of areas allocated to the required standard/specification, in areas as directed, using correct techniques and cleaning equipment.  
• Undertaking training in use of methods, materials and equipment, as instigated by the Cleaning Supervisor and/or School Business Manager

• Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the school's Health and Safety policies and COSHH data sheets  
• Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils.  
• Adhering to COSHH guidelines.  
• Safe removal of litter and waste to allocated disposal points daily, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.  
• All floors to be thoroughly swept and mopped (where appropriate) with special attention being paid to corners of rooms and areas underneath furniture and fittings.  
• Rooms, stairs and corridor walls to be dusted. Furniture to be wiped down.  
• Emptying vacuum cleaners and buffer vacuum bags.  
• All toilets, urinals, sinks, wash hand basins and showers must be cleaned and disinfected daily. An adequate supply of toilet paper, paper towels and soap to be maintained.  
• Any marks or writing on walls of rooms, corridors, toilets etc. to be removed and any damage or breakages to be reported to the Cleaning Supervisor or School Business Manager.  
• Replenishing supplies of toiletries etc. as directed. Wastage of cleaning materials should be avoided.  
• Ensuring the Cleaning Supervisor or School Business Manager is aware of low stock levels of materials and equipment for which you are responsible.  
• Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturer's written instructions and that all chemicals are securely stored away when not in use.  
• Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area; notifying the Cleaning Supervisor or School Business Manager of any faults found or of any defective electrical sockets, lighting, damages etc., in your cleaning area.  
• Ensure mops, cloths etc., are washed and left to dry as appropriate.  
• Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.  
• Covering for absent colleagues when required, which may involve some changes in location of cleaning areas.

• Ensure all Safeguarding Policies are always adhered to and raise any concerns in line with the School policy.  
• Any other reasonable duties which may be required from time to time, including deep cleans.

**Caretakers Job Description**

**Name**

**Hours of Work:**

\*Additional hours will be required on occasion.  
  
The position of School Caretaker at Sacred Heart Primary RC School is one of responsibility and importance, requiring a person of high standards, service and efficiency. The duties include day-to-day caretaking of the school which includes security, porterage, general maintenance and repairs, waste removal management, H&S checks and ad hoc cleaning. The School Caretaker plays a vital role in providing a clean and safe learning environment for our children and staff.

**Main Duties**  
• Undertake successfully all training required to deliver the caretaking role.  
• Adhere to all MCC Quality, Safety, Health and Environmental policies and procedures.  
• Ensure all equipment is kept clean, well maintained and is a safe working order.  
• Have a full working knowledge of all cleaning equipment, materials and approved chemicals used by.  
• Be responsible for proper maintenance, cleaning, security and safety within the school premises and grounds.  
• Undertake the cleaning of slippery floors, spillages, bodily fluids, and other emergency cleaning.  
• Act as key holder and unlock/lock buildings to provide access to relevant parties as required.  
• Carry out all planned and ad hoc porterage.  
• Keep internal and grounds areas free from litter.  
• Empty external / internal bin.  
• Set-up rooms for the use of examinations / school functions etc and return to usual lay out following the function.  
• Carry out all PPM (Planned Preventative Maintenance) tasks as required and in line with statutory compliance, including weekly fire alarm and sprinkler tests and monthly emergency light flick tests.  
• Cover out of hours usage of the building on a rota system.  
• Ensure access is provided for contractors and the contractors are always escorted if relevant DBS clearance is not available.  
• Ensure all Safeguarding Policies are always adhered to and raise any concerns in line with the School policy.  
• Maintain confidentiality of sensitive information.  
• To undertake any other related duties which are within the job holder's capability, according to the needs of the business.