



## St Cecilia's Catholic Primary School

### Cleaning Assistant Job Description

#### School mission

*Rooted in gospel values, St Cecilia's Catholic Primary School community lives together, learns together, and loves together*

#### Employment details

Job title:	Cleaning Assistant
Reports to:	Headteacher/School Business Manager
Type of position	Part time, Permanent
Salary:	G1/SCP3

#### Main duties/responsibilities

General duties
To maintain a clean, hygienic and safe environment for staff and pupils
To cover a designated area that may include classrooms, offices, toilets, communal spaces, dining hall, staff rooms and corridors
Brushing, buffing, mopping, hoovering, polishing, glass cleaning, disinfecting furniture/ equipment/walls and floors, cleaning of glass and surfaces and any other reasonable requests as directed by your line manager
To undertake individually or as part of a team, the periodic deep cleaning of designated areas during school closedowns
To handle and store equipment safely in line with manufactures instructions
Use appropriate personal protective equipment (PPE) following established safety procedures
To cover colleague's areas of work as required
To report any identified hazards promptly to your line manager
To be available out-of-working-hours for training, staff meetings, school events

To ensure that all work functions are undertaken in accordance with health and safety legislation and codes of practise

To act in accordance with staff policies and procedures

To undertake other duties and responsibilities as and when required, such duties will be determined by the Headteacher and will fall within the scope of the post at the appropriate grade

### **Professional Development**

To undertake and update relevant CPD as and when required eg. COSHH, Manual Handling, Lone Working

Keep up to date with H&S legislation and requirements familiarising yourself with the schools H&S handbook and policies ensuring a safe environment and the safe handling of equipment

Participate in the school's appraisal/performance management procedures

### **Safeguarding**

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and safeguarding and child protection policies

Work as a member of a team that actively promotes an environment that safeguards and protects the wellbeing and safety of pupils at all times

### **Personal and Professional Conduct**

Hold a strong commitment to the school's Catholic ethos, policies and practices

To maintain high standards of ethics and behaviour both within and outside school

To act as a positive role model showing courtesy, integrity, honesty and respect

To be courteous to colleagues and provide a welcoming environment to visitors

To ensure that a high level of confidentiality is maintained at all times

To be a good team player and communicator

To maintain high standards of attendance and punctuality