



THE JOHN FISHER SCHOOL

JOB DESCRIPTION

POST:	Part-time Cleaner
HOURS:	10.00am to 2.00pm Term Time Only
PAY RANGE:	SC1c/3 Point Range 2-6
RESPONSIBLE TO:	Site Supervisor
PURPOSE:	To assist the facilities team to develop and maintain a secure, high quality, safe environment for students, staff and visitors.

General School Responsibilities

- To effectively contribute towards the delivery of a high-quality educational experience for all students, delivering services in a way that is appropriate and responsive and which displays the highest standards of care.
- To observe all school policies / procedures / working practices / regulations and in particular to comply with the school's Equality and Diversity Policy, Health & Safety Policy, Financial Regulations, Safeguarding Policy and the Code of Conduct.
- Undertake appropriate training and staff development.
- As part of the facilities team, to be visible and accessible to staff.

Principle duties and responsibilities

- Ensuring that the school grounds and premises are clean, tidy, safe and well-maintained
- Maintaining and developing the school site.
- Assist the Site Supervisor and Site Assistant in their duties, maintenance and security of the school site.
- Movement of school furniture for school events.
- Distribution of deliveries around the school site.
- Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
- Clean areas around the school, as required, during the school day.
- Undertake duties and responsibilities of the post that may alter over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Health and Safety

- Under the supervision and direction of the Site Supervisor, assist with the day to day management of, monitoring of, and risk assessing of, the operation of all the school's facilities, activities and services to meet the requirements of the school's Health & Safety Policy, including related risk control measures i.e. fire safety, legionella, asbestos, waste disposal, COSHH, statutory licences and electrical testing is managed and controlled effectively to meet current legislation.
- To ensure compliance with all aspects of fire legislation and good practice, to include adequate testing of evacuation procedures across the school sites and carrying out routine testing of alarms etc.
- To actively promote a strong health and safety culture across the School.
- To ensure that school facilities meet the requirements of the Equality Act in relation to Disability and is accessible to all, taking responsible care for the health and safety of him/herself and of other persons who may be affected by his/her activities

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

This post is designated as a regulated activity and requires enhanced criminal records check for a regulated activity (including a barred list check)