



St Austin's
Catholic Primary School
Riverbank Road
Liverpool L19 9DH
Tel: 0151 427 1800

www.st-austins.co.uk



DUTIES AND CONDITIONS OF SERVICE

POSITION: Cleaner

JOB DESCRIPTION

OVERALL PURPOSE

To be responsible for the general cleaning of the premises in accordance with the cleaning specification, under the direction of the Site Manager, or other nominated person.

DUTIES AND RESPONSIBILITY

1. Undertake individually or as part of the team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition.

Duties will include:

Cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing, and dusting of designated areas, which include toilet and associated facilities, fixtures and fittings, using where appropriate the necessary power equipment. To replenish consumables (toilet rolls, tissue paper, paper towels etc.) as part of the cleaning operation.

2. To maintain and be responsible for the safe use and storage of all cleaning materials and equipment used in the course of his/her duties.
3. To ensure that school users, members of the public and visitors to the school etc. or any such persons are informed of any situation or circumstances that may affect their health and safety while cleaning operations take place.
4. To undertake relevant training where appropriate.
5. To ensure that statutory requirements, codes of practice and procedures relating to the Health and Safety at Work and any other relevant enhancements are met in full.
6. To provide cleaning cover for absent colleagues, at no extra cost, for up to five working days, after which time alternative arrangements will be made, should they be necessary.
7. To be available for school cleaning in the event of an emergency (e.g. flooding etc.) if and when required.
8. Holidays to be taken during the school closure period as directed by management.



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we will love and serve as Jesus taught"



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Cleaning Specification – Routine cleaning

Room type / Contents

- Offices
- Toilets / washrooms
- Entrances
- Corridors
- Classrooms
- Staffroom
- Halls / Dining room
- Reception

Operational parameters

- Term time
- Normal use
- Normal furniture density
- 5-day usage
- Normal school hours
- Internal cleaning only

Access periods

- Must comply with individual schools opening and closing times.
- The main access period for cleaning will be the afternoon immediately following the pupil's departure

Ad-hoc cleaning requirements

Occasionally school may require additional cleaning provisions, e.g. cleaning following building work, Christmas/Summer fair, or following the outbreak of infectious disease. Such requirements will be costed by the Headteacher and the Governing Body informed of costs prior to the commencement of additional work.

Toilet consumables (toilet roll, tissue paper, soap) will be replenished as part of the cleaning operation. During the school day alternative arrangements will be in place to replenish such items as required.



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