



**Bishop Wilkinson**  
Catholic Education Trust  
Through Christ, in Partnership

## Job Description

### CLEANER

---

Grade: Grade 1  
Hours: 12 Hours per week, Term Time Only plus 11 days,  
Fixed Term until 31.8.2022  
Location: St Mary's Catholic First School and St Joseph's Catholic Middle School  
Reports to: Caretaker

#### Job Purpose

- Clean designated areas, as directed include toilets and associated facilities, ensuring that they are kept in a clean, safe and hygienic condition.

#### Main Duties and Responsibilities

- Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.
- Empty litter bins, ash trays and otherwise remove small quantities of rubbish.
- Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times.
- Open and close premises as necessary, ensuring that the security of the premises is not compromised.
- Other duties appropriate to the nature, level and grade of the post.

#### Additional Information

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

September 2021