



## Job Description

Post title: Cleaner with keyholder responsibility  
Grade: Grade C, SCP 4 (£21,189 per annum, pro rata)  
Reports to: Executive Headteacher and School Business Manager

### 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 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.
- Please note there may be some lone working.

### Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

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 2023**



## Person Specification

Factors	Essential		Desirable	
<b>Qualifications &amp; Training</b>	E1	No particular knowledge or qualifications are required.	D1	Some knowledge of the range of tasks together with the operation of associated tools and equipment.
<b>Experience</b>	E2	No specific experience in the workplace is necessary	D2	Some experience in a building cleaning environment.
	E3	Maintain an awareness of surroundings and safe working methods.		
	E4	Committed to the provision of quality services to achieving customer satisfaction.		
<b>Skills</b>	E5	Able to understand and follow straightforward spoken and written instructions.		
	E6	Strength, dexterity and co-ordination to use a range of cleaning tools and equipment.		
	E7	Able to keep basic work records.		
	E8	Appropriately follows instructions to achieve set objectives.		
<b>Personal Attributes</b>	E9	Listens, consults others and communicates clearly.	D3	A willingness to undertake job related training.
	E10	Reliable and keeps good time.		



	<p>E11</p> <p>E12</p> <p>E13</p> <p>E14</p> <p>E15</p>	<p>Committed to the provision of quality services to achieving customer satisfaction.</p> <p>Adapts to change by adopting a flexible and cooperative attitude.</p> <p>Demonstrates integrity and upholds values and principles.</p> <p>Promotes equal opportunities and anti-oppressive practice in all aspects of work.</p> <p>Supportive and adapts to team working.</p>		
<p><b>Special Requirements</b></p>	<p>E16</p> <p>E17</p> <p>E18</p> <p>E19</p> <p>E20</p>	<p>A commitment to safeguard the welfare of children</p> <p>Compliance with data protection principles</p> <p>Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies</p> <p>Compliance with health and safety policies, rules and regulations</p> <p>To uphold the Catholic ethos of our schools</p>		



St Joseph's  
Federation



Bishop Wilkinson  
Catholic Education Trust

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