



Archbishop Sancroft High School

(A Church of England Academy)

Executive Headteacher: Mr Rob Connelly, BSc. (Hons)
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Diocese of Norwich
St Benet's
Multi Academy Trust

Job Description and Person Specification template

Job Title	Cleaner
Location	The Harleston Federation (Harleston Primary School and Archbishop Sancroft High School)
Grade	National Living Wage
Responsible to	Caretaker and Site Manager
Effective Date	September 2022

Role and Context

Job Purpose	To clean a designated area of the school to the standard laid down in the Trust Cleaning Policy.
Context	Site Management and Maintenance

Principal Accountabilities

(in order of importance)

1. To clean a designated area of the school to the standard laid down in the Trust Cleaning Policy.
2. To replenish sanitary materials (toilet paper, paper towels, sanitiser, antibacterial wipes and soap).
3. To periodically clean the store rooms in the designated areas.
4. To ensure the cleaning equipment is kept in a clean and working order.
5. It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism.
6. To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974 and in accordance with the Trust Health & Safety Policy.
7. To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).
8. To report any problems to the Caretaker.
9. To perform such other duties of a like nature as required by the Headteacher.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Desirable
Experience	Experience of public sector cleaning.
Skills/Knowledge	Knowledge of COSHH and an understanding of health and safety in public places.

General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Trust, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.