**St Bede’s Catholic College**

**Job Description**

JOB TITLE **Cleaner**

GRADE **£9.30 per hour (increasing to £9.50)**

MANAGED BY **Premises Manager/Caretaker**

**It is the responsibility of all staff to support in the provision**

**of a good education for all pupils.**

**Purpose of the Job**

Under the direction of the Senior Caretaker/Caretaker to undertake individually, or as part of a team, the cleaning of areas and specialist cleaning to a standard and quality that meet the required standards of the college.

**Key Job Outcomes**

1. To carry out all cleaning tasks to predetermined quality standards, in a safe and proper manner observing all Health and Safety, COSHH, manual handling and security regulations.

2. To complete all appropriate records/ documentation required by the college.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

**General** **Accountabilities**

A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.

B. Work in compliance with the college policies and procedures.

C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees.

D. All employees participate in an annual review of performance and agree targets for further development.

**Date of Job Description**: September 2021