



**Rainhill St Ann's CE Primary School**  
View Road, Rainhill, Merseyside, L35 OLQ  
Tel 0151 426 5869, [www.rainhillstanns.co.uk](http://www.rainhillstanns.co.uk)  
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)  
Headteacher: Mrs Laura Rynn



*Always our best for God, each other and ourselves.*

**Post title** Cleaning Operative  
**School:** St Ann's Church of England Primary School  
**Salary:** £5,886  
**Line manager:** The Headteacher

**MAIN PURPOSE OF THE JOB:**

To assist in the provision of a clean, healthy and safe environment which meets specific cleaning standards.

<b>KEY DUTIES AND RESPONSIBILITIES:</b>	
1	To provide a good standard of cleaning to all buildings working within health & safety guidelines and meeting current legislation.
2	To wear, at all times, appropriate uniforms and other PPE as supplied in accordance with health & safety legislation.
3	Undertake any training required to provide a safe service.
4	To take care of corporate assets, bringing any defects to the attention of the line manager.
5	Responsibility for completion of personal timesheet ensuring it arrives timely into the office on a monthly basis.
6	Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements stored correctly.
7	To be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents.
8	Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors.
9	Follow audit requirements. Sign in using Inventory time recording system, increase productivity by arriving into the work area on time and leaving after fulfilling the contractual hours.
10	Work as part of a team appreciating and supporting the role of other people in the team.
11	Undertake personal development through training and other learning activities as required.
12	Attend and participate in meetings as required.
13	Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
12	Undertake any other duties and responsibilities as may be assigned from time to time by the cleaning supervisors and Headteacher which are commensurate with the grade of the job.



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**This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.**

**The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.**

**The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.**