

JOB DESCRIPTION

Post title:	Cleaner
Salary Range:	NJC Scale 1 Point 2 - currently FTE £24,413 pa
Hours:	12.5 hours per week – 39 weeks per year (Term Time)
Contract Type:	Part-time, Permanent
Responsible to:	Site Manager/Headteacher

Job Purpose:

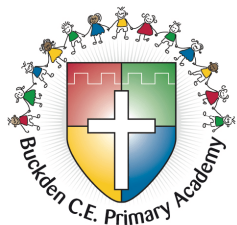
To undertake individually or as a member of the team, the cleaning of any designated areas to the highest possible standard, as directed within the school, reporting to the Site Manager or the Headteacher.

Work pattern:

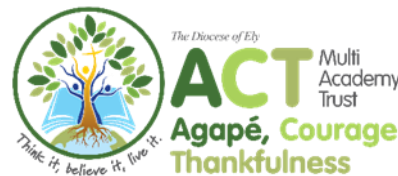
12.5 hours per week, from 6.00am to 8.30am, Monday to Friday (2.5 hours per day), term time only plus 12.5 hours during school holidays.

MAIN DUTIES AND RESPONSIBILITIES

1. To carry out all cleaning to the required standard of cleanliness as specified by the school, therefore meeting high standards of hygiene.
2. To ensure that any tools or light equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas.
3. To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
4. To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations.
5. To use, where appropriate, powered equipment in undertaking cleaning duties.
6. To carry out all work in line with Health and Safety regulations and risk assessments.
7. To advise the Site Manager of any factors that are likely to or have affected work schedules.
8. To notify the Site Manager of any mechanical failure of equipment or equipment unsafe for use. To inform the Site Manager of additional supplies or cleaning materials required.



Buckden CE Primary Academy



9. To report any graffiti or hazards to the Site Manager.
10. To place all rubbish from bins in sacks and take to the designated area.
11. To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets and sanitary fixtures/fittings and surround.
12. Checking and closing windows, switching off lights after work.
13. To cover for absent colleagues and undertake any other reasonable cleaning or allied task as requested by the Site Manager or Headteacher.
14. To read, understand and adhere to the Academy's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents.
15. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The school is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

The school benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. The Headteacher may require additional duties to be undertaken to suit the specific school's requirements and these may be incorporated into the role requirements if they are at a similar and appropriate level to other listed duties.