



SUTTON COURTENAY PRIMARY SCHOOL

JOB DESCRIPTION and PERSON SPECIFICATION

Salary Scale: **Grade 1 Cleaner**

Effective date: 25th April 2024

Purpose of the role:

To provide a complete cleaning service at our School. Duties will include; cleaning classrooms, halls, corridors, toilets, doors, offices and staff rooms.

Sutton Courtenay Primary School are now recruiting 2 Cleaners to start on 1st July. You will be working for 12.5 hours per week during term time plus 2 weeks during school holidays (spread over the year). One week will be in the summer holidays and the other 5 days will be spread across the other school holidays.

We are looking for cleaners to work 2.5 hours per day, Monday – Friday either:-

6.00am - 8.30am or 3.30pm to 6.00pm

Sutton Courtenay Primary School has a main building, a smaller building and an after school club portacabin. We provide education to 200 pupils and we have over 30 staff. You will be working in a small team to ensure the facilities and premises are well maintained to our high standards.

Disclosure Level:

A satisfactory enhanced disclosure certificate from the Disclosure and Barring Service (DBS) will be required before appointment to this post can be confirmed.

MAIN DUTIES:

The duties of the post holder will usually include the following:

1. To be responsible for all cleaning within their allocated areas
2. To use cleaning materials as provided.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and, occasionally, polishers.
4. Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Cleaning toilets including tap fittings and surrounds etc.
 - Mopping and spray cleaning hard floor surfaces
 - Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
 - Undertake occasional wall washing or inside window pane cleaning, washing/polishing door glass.
 - Emptying & cleaning waste bins
 - Replenishing consumable items (soap, toilet rolls, paper towels) as required
 - Checking and closing windows, switching off lights & un-setting / setting an alarm
 - Reporting defects / hazards as required
 - Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, routine deep cleaning is undertaken for the weeks as per the individuals contract



Additional Duties

- Where appropriate, attend regular whole school and team meetings.
- Undertake appraisal, training and mentoring.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- To flexibly work with the Line Manager concerning work time arrangements.

Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture.
- Undertake necessary health and safety training.
- Ensure you are familiar and comply with the school's health and safety policies and procedures.
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services.
- Follow all appropriate safety instructions and use safety equipment provided.
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.).
- Support your line manager in the delivery of good health and safety practice and the minimising of risks.
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace.
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Safeguarding:

- Have due regard for safeguarding and promoting the welfare of children and young people.
- Follow all associated child protection and safeguarding policies as adopted by the school/local authority (LA).
- To uphold and promote British Values.

Please Note:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and dress in an appropriate manner for the position.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Cleaner Person Specification	Essential (E) or Desirable (D)	Evidence in Application (A) or Interview (I)
Experience		
Experience of working in a cleaning role	D	A
Experience of working as part of a team	D	A/I
Experience of dealing with Health and Safety	D	A/I
Job related aptitude and skills for this post:		
Ability to communicate effectively with adults and children	E	I
Ability to prioritise work and work in an organised manner.	E	A/I
Initiative and the ability to work without supervision, but also to work as part of a team.	E	A/I
Ability to attend work regularly and on time	E	I
Comfortable using email and willing to undertake online training	E	A/I
Personal qualities		
Adaptable, enthusiastic, and willing to work flexibly on occasion	E	A/I
Take pride in a job well done	E	A/I
Ability to maintain confidentiality	E	I
Ability to undertake physical work	E	I