



Job Description

Location: Palterton Primary School, Back Lane, Palterton, Derbyshire S44 6UN

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 17.5 hours per week, 52 weeks per year

Responsible to: Office Manager

Post objective: To undertake cleaning duties and general maintenance and/or security duties as directed on school premises and site.

Main Duties and Responsibilities:

- Clean the school daily, to include general tasks of vacuuming, cleaning 4 classrooms and an office, cleaning toilets and waste management.
- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- To be the main key holder and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- Take reasonable action to keep drains, downspouts, waste pipes etc... clean and clear of minor blockages that are clearly visible.
- Carry out minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing etc.
- Report any need or repair or maintenance work to the Office Manager.
- Carry out regular Health and Safety checks e.g. fire alarms, water sprinklers, legionnaire testing and report findings to the Office Manager.
- Carry out weekly Health and Safety checks relating to playground equipment, hazards around school and potential unsafe practices, report findings to the Office Manager.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish.
- Operate the heating and lighting systems, ensuring efficient use of resources.
- Ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the Office Manager.
- Undertake daily agreed cleaning duties/ activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- Carry out 'deep cleaning' annually and as required.
- Ensure that cleaning equipment is properly maintained and in good working order.

- Order and maintain supplies of cleaning materials for own use, and domestic consumables for school use.
- Ensure adequate supplies of domestic consumables are in all cloakrooms, classrooms and toilets.
- Carry out rubbish removal as necessary and ensure bins are kept secure, clean and tidy.
- Undertake basic record keeping as required.
- Welcome contractors on site and, in the absence of the Office Manager, check identification, DBS checks and complete Permit to Work before beginning work.
- Liaise with the Office Manager about the school's requirements of contractors and report any problems at the first opportunity.
- Attend inspections by external agencies and the Governing Body.
- 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.
- Undertake other duties, consistent with the post and job description, as may be required from time to time by the Office Manager or Headteacher.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.