

OLD BUCKENHAM PRIMARY SCHOOL JOB DESCRIPTION

CLEANER

PERMANENT, PART-TIME, TERM-TIME PLUS 4 WEEKS

Line Manager:	Estates Manager / Headteacher
Salary:	Points 1-2 of the Support Staff Scale FTE £17,842 - £18,198 per annum Pro-rata £4,447 - £4,617 per annum

THE POST

We are looking for a hard-working, enthusiastic person with high standards and the ability to communicate with others to join our School as a Cleaner.

Old Buckenham Primary School is a member of the Sapiientia Education Trust (SET).
On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

JOB SPECIFICATION

GENERAL RESPONSIBILITIES

The post-holder will be required to comply with the School Code of Conduct for Staff and Volunteers.

Sapiientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

SPECIFIC RESPONSIBILITIES

- Clean classrooms, including floors, walls, doors tables and chairs;
- Clean corridors;
- Clean toilets;
- Emptying bins and removing rubbish; taking to allocated point;
- Check that your area is safe before leaving;
- Adhere to all cleaning schedules and encourage others to do the same;
- Ensure cleaning cupboards are kept tidy;
- Maintaining cleanliness of cloths and mops;
- Reporting any problems/damages via CISS;
- Promoting Health & Safety within your area;
- Undertake any other reasonable duty as may be delegated.

HOURS OF WORK

Working Weeks	38 weeks to be worked during term-time with the additional 4 weeks to be worked during Trust holidays, at times agreed with the Employee's Line Manager.
Hours Per Week	10 hours
Normal Working Pattern	Monday – Friday: 1500 - 1700
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet.
Overtime	Additional hours may be worked by mutual agreement with the Head of School, and additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Points 1-2 of the Support Staff Scale
- **FTE** £17,842 - £18,198 per annum
- **Pro-rata** £4,447 - £4,617 per annum

The post-holder will be entitled to join Old Buckenham Primary School's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear work wear appropriate to the role and protective clothing will be provided by Old Buckenham Primary School where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Old Buckenham Primary School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Old Buckenham Primary School's Performance Management programme.