

JOB DESCRIPTION

JOB TITLE:	Cleaner
RESPONSIBLE TO:	Site Manager
LOCATION:	Culverstone Green Primary School
SALARY GRADE:	Kent Range 3
HOURS:	12.5 hours per week, 40 weeks per year

PURPOSE OF THE POST:

Clean and maintain areas of the establishment to a high standard of cleanliness, as part of a team under the direction of the Site Manager.

MAIN ROLES AND RESPONSIBILITIES

Key Duties and responsibilities	<ul style="list-style-type: none"> • Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors and sinks, emptying bins etc. to ensure high standards of cleanliness and hygiene at all times. • Ensure HSE guidelines are adhered to (COSHH). • Report any defects to the Site Manager to enable repairs to be completed. • Report serious hazards to the Site Manager immediately and take appropriate action where hazards are identified i.e. sectioning an area off or displaying a wet floor sign. • Maintain clean toilets to ensure hygiene standards are met; replenish hand towels and toilet rolls to ensure the establishment's needs are met. • Ensure equipment is stored appropriately and maintained. • Collect and dispose of waste. • Undertake specialised cleaning programmes during school closures or other designated periods. • To provide cover for periods of holiday and sickness absence.
General	<ul style="list-style-type: none"> • Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Support the safeguarding and welfare of children and young people within the school.

	<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.
Data Protection Responsibilities	<ul style="list-style-type: none"> • Implementing data protection policies by handling student data with care and ensuring secure data storage. • Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly. • Participate in data protection training as required.

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 will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature: _____

Postholder's name: _____

Date: _____

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> Judicium on-line Health & Safety training, including Manual Handling, Working at Heights, COSHH.
Experience	<ul style="list-style-type: none"> Willingness to learn.
Skills and ability	<ul style="list-style-type: none"> Flexible approach to working. Methodical and organised. Work well as part of a team.
Knowledge	<ul style="list-style-type: none"> Awareness of health & safety related to premises and personal wellbeing.

Postholder's signature: _____

Postholder's name: _____

Date: _____

