|  |  |
| --- | --- |
|  | **LONG SUTTON C OF E VA PRIMARY SCHOOL**  **JOB DESCRIPTION**  **CLEANER** |

**15 hours per week (term time Monday-Friday plus 5 weeks during school holidays)**

**PAY SCALE: SP Grade 17.1**

|  |  |
| --- | --- |
| **Job Title:** | **Cleaner** |
| **Reports To:** | **Head Teacher** |
| **Department** | **Support Staff** |
| **Section** | **Premises Team** |
| **GENERAL INFORMATION** | Long Sutton C of E VA Primary school is for children aged 4-11 years. The main school comprises 4 classrooms, 1 hall, 1 small teaching room, 1 staffroom, various smaller rooms and offices. There is also a pre-school on site. |

**Purpose of the Job -** To undertake the cleaning of designated areas to a high standard throughout the school during term time and four weeks during school holidays. There is a specification for the cleaning of each area that also outlines frequencies.

**Main Duties -** In accordance with the cleaning specification schedule:

* Dust, polish, mop, hoover and clean surfaces using the appropriate cleaning equipment/resources.
* Ensure toilet areas are kept particularly hygienic.
* Spot clean walls and paintwork.
* Ensure low level internal glass in doors and mirrors are cleaned and left smear free.
* Empty rubbish from bins into refuse sacks and recycling boxes
* Responsible for ensuring that cleaning equipment/resources used in the course of the duties are left in a clean and tidy condition.
* Deep clean during school holidays.
* Undertake all tasks in compliance with the Health & Safety at Work Act and other nationally/locally agreed Codes of Practice.
* Together with your Line Manager to be responsible for identifying your training needs so as to comply with H & S regulations.

**Safeguarding Children**

Display a commitment to the protection and safeguarding of children and young people in line with the ‘Keeping Children Safe in Education 2024’ and ‘Working Together to Safeguard Children’.

Must complete annual Safeguarding training and updates

Report to the Headteacher ANY behaviour by colleagues or children which raises concern.