



JOB DESCRIPTION

CLEANER	
Scale	A – Point 1
Hours	15 hours per week, Monday to Friday term time only plus Inset Days plus 5 days holiday working 3.00pm-6.00pm
Section	Site/Support Staff
Responsible to	Estates Manager/Site Manager/Headteacher
Responsible for	This position has no responsibility for line management

Job Purpose	To support the school by providing first class cleaning in a specified area within the school in accordance with the school's standards.
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Duties & Responsibilities	<p>The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.</p> <ul style="list-style-type: none"> • Under the direction of the Site Manager ensure the cleaning of a specified area is carried out to a high standard and all aspects of Health & Safety are adhered to and COSHH guidelines are followed. • On a daily basis, clean toilets, bowls, sinks and basins, wipe down desk and chairs, vacuum and tidy classrooms/offices, wash worktops/tables, wash/mop/sweep/buffer floors and wash wet areas, dust and polish, empty bins and dispose of rubbish etc • Inform Line Manager of any problems or issues which may affect the safety or security of the school or its users. • Ensure safe and effective use and storage of all equipment and undertake routine maintenance of equipment e.g. vacuum bags etc • Uphold the school's policies, procedures and practices, be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. • Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school. • Participate in the school's appraisal process • Perform any other reasonable tasks within the range of the salary grade
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Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES