

	<p><u>LONG SUTTON C OF E VA PRIMARY SCHOOL</u></p> <p>JOB DESCRIPTION</p> <p>CLEANER</p>
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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:
<ul style="list-style-type: none"> • 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.

<p>Safeguarding Children</p> <p>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’.</p> <p>Must complete annual Safeguarding training and updates</p> <p>Report to the Headteacher ANY behaviour by colleagues or children which raises concern.</p>
