**JOB DESCRIPTION – Cleaner with some Caretaking Duties**

**Brighstone CE Primary School**

**REPORTS TO:** Headteacher / Safeguarding Lead

**ACCOUNTABLE TO:** Headteacher

**SUPERVISES:** None – but may be required to induct a new cleaning operative

**PURPOSE OF THE JOB:**

* To provide a cleaning service for a Brighstone CE Aided Primary School. Duties may include working in all types of rooms, including offices, classrooms, showers, halls, corridors, staff areas and toilets.
* The postholder is a designated keyholder of the school for emergency access to the site and will hold some premises management responsibilities

**MAIN RESPONSIBILITIES AND TASKS:**

1. **Caretaking Role:**

* To be registered as a key holder
* Check and closing windows, switching off lights after work
* Lock school daily during term time and when required during school holidays
* Ensure that the school site is secure
* Deal with routine and non-routine waste
* Clear guttering and maintain drains
* Periodically clean windows
* Ensure school hall floor is clean and periodically polished
* Replenish janitorial supplies in toilets, soap, paper towels, toilet rolls etc
* Order new janitorial supplies with the school office

1. **Cleaning role:**

Daily cleaning of a designated area of school. Duties to include the following:

* Vacuum clean hard and soft floors
* Spot cleaning of spillages
* Wipe furniture, ledges, pipes, paintwork, doors and polishing door glass
* Empty and clean bins, taking rubbish to designated collection point
* Clean toilets including sanitary fittings, urinals, hand basins, sinks and surrounds
* Mop and spray cleaning hard floor surfaces
* Wipe and polish and straighten furniture
* Periodically deep clean in school holidays

**SAFEGUARDING AND HEALTH AND SAFETY**

* Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

**POLICIES**

* Aid with the publication and updating of the following policies:
  + Health & Safety
  + Fire Safety
  + Security

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**KNOWLEDGE, EXPERIENCE AND TRAINING**

* Knowledge of the main requirements of health and safety legislation and good practice relevant to the post is essential
* Flexibility and sensitivity to the needs of a wide range of users is essential
* Evidence of a strong commitment to the school as the centre of its community is essential
* Assess requirements and plan service provision for maintenance and caretaking services
* ICT Literate

**PHYSICAL EFFORT**

* Some lifting of heavy loads is, subject to appropriate manual handling requirements, required as well as and working at height.
* Cleaning of outside windows, carpets and in some instances necessary cover of cleaning staff, as well as deep cleaning.
* A willingness to assist in school grounds projects – i.e. watering plants during the holidays, small fixing jobs

**SUPPORTING THE SCHOOL**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

* Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
* Attend and contribute to staff meetings and Development Days as required, and identify areas of personal practice and experience to develop
* Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately
* Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy

**OTHER DUTIES**

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Brighstone Church of England Primary School and the Isle of Wight Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We are an equal opportunities employer and welcomes applicants from all sections of the community.

Post Holder: ……………………………………………….

Signed…………………………………….. Date……………………….