Job Description

LONGNOR CE PRIMARY SCHOOL

POST TITLE:	Cleaning Assistant
GRADE:	1
SALARY RANGE:	SCP 3, £13.28 per hour
HOURS OF WORK:	12 hour contract, term-time only

INTRODUCTION

Vision and Values - Our Vision – 'Inspiring a lifelong love of learning'

At Longnor CE Primary School, we provide pupils with the foundations of knowledge for lifelong learning. Through a creative and inspiring topic-based curriculum each individual is supported to confidently achieve their best.

GENERAL INFORMATION

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. **Main Responsibilities**

- Carry out general cleaning duties.
- Use electrical cleaning equipment as appropriate.
- Maintain correct levels of materials and equipment.
- Ensure the safe use of all machinery, equipment and chemicals.
- Keep external areas of the premises clean and tidy.
- Carry out various janitorial and portering duties.
- The post-holder may be required to be a key-holder.
- Report any incidents/problems to senior staff.
- Organise and supervise staff, ensuring cleaning is in accordance with the agreed specification.
- Organise the allocation of duties to ensure that all designated areas are cleaned.
- Co-ordinate periodic cleaning as required.
- Inspect and monitor standards of cleaning.
- Ensure that all health and safety policies are adhered to by staff.

2. **Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ➢ Be aware of and support difference and ensure equal opportunities for all. ➢ Contribute to the overall ethos/work/aims of the school. ➢ Appreciate and support the role of other professionals. ➢ Attend and participate in relevant meetings as required. ➢ Participate

3. Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

4. Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to in the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Headteacher and Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher and Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school 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 exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."