



ST IVO SCHOOL

Cleaner

Job Description

POST TITLE: **Cleaners**
 HOURS OF WORK: **Part-time, (10 – 15 hours, 39 weeks) (Monday – Friday 3.00pm – 6.00pm)**
 GRADE: **Scale 1A**
 SALARY: **Point 6 (£15,014 pro rata)**
 RESPONSIBLE TO: **Cleaning Supervisor**

Job Purpose

Work individually and as part of a team in the provision of a cleaning service within the school to ensure a high standard of quality and customer satisfaction. To comply with procedures set out in the quality assurance system.

Principal Accountabilities

- Carry out the cleaning operation within any allocated part of a building or buildings, contributing to the high standard of cleaning provision and compliance with school procedures and all legislative requirements.
- Undertake any work that falls within the range of a cleaning operation which includes dusting, emptying litter bins, picking up litter, sweeping, washing, using chemicals, vacuum cleaning, scrubbing, buffing, polishing, toilet cleaning etc.
- Take due care of any materials or equipment assigned to you. Report faults of equipment as appropriate to the Cleaning Manager.
- Undertake training where appropriate.

Person Specification

| | Essential | Desirable |
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| <ul style="list-style-type: none"> • Education, Qualifications and Training | Good basic education | |
| <ul style="list-style-type: none"> • Knowledge and Experience | Literate (eg able to read instructions) | Awareness of requirements within a cleaning operation (eg health and safety) |
| <ul style="list-style-type: none"> • Skills and Attributes | Be a committed and reliable member of our Cleaning Team Able to take and follow instruction | |
| <ul style="list-style-type: none"> • Special Requirements | | <ul style="list-style-type: none"> • Customer focused • Use of cleaning equipment ie buffing machines. |

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)

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.