**Cleaning Operative**

Audlem St James Primary School

Grade 2 £5,349 (actual salary)

10 hours per week

40 weeks per year (term time)

Main Areas of Responsibility

To carry out cleaning in allocated areas.

Reporting to: Cleaning Supervisor

Operational/Strategic planning

* Cleaning and sanitising parts of the school as allocated, including classrooms, offices,corridors, stairs and toilets
* Vacuuming, wiping, dusting and mopping
* Cleaning toilets, basins, tiling, glass areas
* Emptying bins in allocated areas
* Disposing of waste as instructed
* Use of machine cleaning equipment as appropriate
* Safe storage and use of materials
* Replenishment of washroom stocks/hygiene supplies
* Minor maintenance tasks.

Other services

* To comply with Health & Safety regulations and guidelines, and undergo training as required
* To report issues and Health & Safety issues to line manager/Cleaning Supervisor
* To check closed windows doors and turn off lights.

General information

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with Line Manager
* To promote the school favourably in the community

School Ethos

* To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School’s Flexibility Policy
* To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To support and attend school events such as open evenings.
* To actively promote the School and Trust corporate policies.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DFE Guidance ‘Keeping Children Safe in Education’ and the school’s Child Protection policy.
* To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018)
4. Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder’s professional responsibilities and duties.

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| **IMPORTANT: THE REHABILITATION OF OFFENDERS ACT**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the  post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.  Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent  convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that  would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  Any data processed as part of the DBS check will be processed in accordance with data protection  regulations and the trust’s privacy statement. |

I understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification

| Attributes | Essential | Desirable |
| --- | --- | --- |
| **Qualifications, Knowledge &**  **Training** | General Education | Previous experience working in a similar role in a school. |
| **Personal Skills,**  **Abilities &**  **Qualities** | Willingness to work hard  Enthusiasm to promote a positive school image to the local community  Commitment to providing a high level of service  Good communication skills and ability to follow instructions  Good time management Reliable and punctual  Well organised and self-motivated  Able to take initiative and work without supervision  Flexible approach to work  Ability to work as team player  Physically able to undertake necessary tasks |  |