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| **C:\Documents and Settings\Headteacher\My Documents\My Pictures\Microsoft Clip Organizer\j0365520.wmf****Bodsham Church of England** **Primary School** | ***Federation******of*** | **Saltwood Church of England** **Primary School** |

**Job Description – Cleaner**

15 hours per week, Term Time only + 2 weeks

Pay Range: Kent Range 3 £18,425 FTE (pro rata £6,589)

Responsible to: School Business Manager

**Purpose of the job**

* To ensure efficient and effective cleaning of the school and responsibility to lock up premises at the end of each day.

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| **Key duties and responsibilities** | * The cleaning, where required, of the premises
* To ensure the general appearance of the building is maintained
* To carry out deep cleaning routines during school closures and/or other appropriate times through the school year, as directed
* Take initiative to perform cleaning and tidying tasks that may require attention
* Report cleaning supplies requirements and stock levels to the Business Manager
* Ensure Health and Safety, quality and general procedure compliance and report any issues to Business Manager
* To carry out other any other reasonable duties with the overall function of the job
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**Person Specification**

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| Qualifications | * No formal qualifications needed
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| Experience | * Vacuuming
* Dusting
* Mopping
* Scrubbing
* Disposing of waste
* Replenishing consumables
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| Personal Attributes | * Willingness to clean any area of the school as requested by line manager
* Willingness to take personal responsibility for standard of work carried out
* Willingness to maintain confidentiality on all school matters
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| Knowledge and skills | * Ability to work effectively and supportively as a member of the school team
* Ability to work in an organised and methodical manner
* Ability to act on own initiative, dealing with any unexpected problems
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