**Graveney Primary School**

**Job Description**

**Job Title:** Cleaning and Premises Support

**Salary Scheme:** Kent Range 3

**Reports to:** School Manager

**Hour of Work: 22 hours per week (opening and closing times to be agreed)**

**General description of Post**

Under the direction of the Headteacher and School Manager, the postholder will be responsible for duties covering security, heating, lighting and (as directed) the cleaning of premises, for porterage, minor repairs and maintenance, and general duties of this kind associated with the support of the premises for the purpose for which these are designated. Working hours may be subject to variation and call‑out at weekends and unsocial hours will be necessary from time to time. The following will give guidance on tasks that could be expected to be undertaken.

**Principle Accountabilities**

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| 1. | To attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In this connection, the postholder may be called out in unsocial hours or at weekends to deal with security problems. |
| 2. | To meet and attend to all contractors visiting or working on the site. |
| 3. | To provide a porterage service on the site, as necessary. |
| 4. | To oversee, as instructed, the efficient working of heating and lighting and where necessary keep required records. |
| 5. | To undertake regular checks on water temperature, fire alarm checks etc. |
| 6. | Undertake cleaning of the whole site to ensure tidy and clean appearance at all times. This may include cleaning up bodily fluids, moving furniture, dusting ICT equipment, clearing staffroom. |
| 7. | To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds. |
| 8. | To note and report, as necessary, on matters affecting the health and safety of persons on the site. |
| 9. | To undertake repairs and maintenance on furnishings and buildings. |
| 10. | To keep paths, access points and entrances free of snow and ice to ensure safe passage |
| 11. | The reporting of defects in buildings, furniture, fittings and plant as required by regulations or the instructions of the School Manager. |
| 12 | The replenishing of soap, towels, toilet paper to all lavatories on the site, as necessary. |
| 13 | Maintain adequate stocks of caretaking and cleaning supplies, and to re‑order from the approved supplier, as necessary, in accordance with procedures. |
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| 14 | Supervise contractors and other relevant visitors whilst on site ensuring necessary / statutory actions are met e.g. maintaining asbestos register. |
| 15 | Ensure all statutory responsibilities are adhered to, including risk assessments, fire and asbestos management, COSHH, manual handing and others as appropriate. Ensure H&S procedures are followed at all times and all school policies are followed and complied with |
| 16 | To undertake during the school closures a deep clean (2 weeks) |
| 17 | Such other duties as the Headteacher or governors may require from time to time. |

This job description encompasses in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.

Signed: ………………………… Date: ……………………………

Headteacher

Signed: ………………………… Date: ……………………………

Job Holder