

**Swingate Primary School**

JOB DESCRIPTION : **Cleaner**

Responsible to: Head of School / School Business Manager

Hours: 3.15-5.45pm Term Time plus additional days for deep clean in summer holidays.

**Main Purpose of Job**

The Governors of Swingate Primary School seek to appoint staff who will contribute positively to a culture of teamwork, collaboration and shared responsibility for high standards and performance in order to ensure the children at Swingate Primary School receive the best possible opportunities they can.

Swingate Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

To ensure the school premises are kept in a clean, orderly manner.

**Role**

* Cleaning, washing and sweeping.
* Emptying of litter bins, dishwashers
* Ensuring areas are clean and tidy
* Cleaning windows
* Polishing and dusting where appropriate.
* Using powered equipment (e.g. vacuum cleaners, polishers) where appropriate.

NOTE:

* The designated areas may include toilets and shower areas.
* Duties will vary between term and closure periods.
* All duties must be carried out within the codes of practice of the School Health and Safety Policy.

**Person Specification**

No formal qualifications.

Ability to work as part of a team

**Organisation**

The post holder will be responsible to the School Business manager.

The post holder has no supervisory responsibility.

The post holder will have daily contact with other members of the cleaning staff.

**Financial Accountabilities -** The post holder has no financial responsibilities.

**Working Environment -** The post is based within the school buildings.