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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**

20 hours per week, Term Time only + 2 weeks

Pay Range: Kent Range 3 £21,293 FTE (pro rata £10,243)

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 |

**Person Specification**

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| Qualifications | * No formal qualifications needed |
| Experience | * Vacuuming * Dusting * Mopping * Scrubbing * Disposing of waste * Replenishing consumables |
| 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 |
| 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 |