



Cleaner Caretaker

Support Staff pay Grade C Points 8-10

(Actual Salary £8.62-£8.72)

Working hours 3.00pm-6.00pm Monday to Friday

Term Time plus 5 Teacher Training Days

Start Date 24th April 2019 or earlier if available

Yelvertoft is a small village school. We have 4 classrooms housing 100 pupils alongside a hall and various other working spaces, all of which need to be kept clean to a high standard.

We are looking for a hands-on individual who will take responsibility for ensuring that our school is clean and hygienic for our pupils and staff to work in. We are looking for a motivated person to join our school team who will take pride in their work.

While working under the direction of our School Business Manager you will be responsible for carrying out essential cleaning tasks throughout the school building, to ensure that our school meets all statutory cleanliness, hygiene and basic health and safety requirements; making this a pleasant environment in which to learn effectively. The successful candidate must have sound interpersonal and communication skills, a high level of attention to detail and the capacity to fulfil specific cleaning schedules as well as showing initiative. You will be required to lock up the school building ensuring all windows and doors are secure.

Closing Date 5pm 28th March 2019

Interviews will take place Tuesday 2nd April/Wednesday 3rd April 2019

Please contact Wendy Bates for an application form and for any further information

bursar@yelvertoft.northants-ecl.gov.uk 01788 822 498

Yelvertoft Primary School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.



Cleaner Caretaker Job Description

Main duties/responsibilities:

- Working as part of a team and under the guidance of the School Business Manager to carry out all cleaning tasks to maintain a healthy and safe working environment for pupils, staff and visitors to the school.
- You will ensure that the school premises are cleaned to the required standards of cleanliness and hygiene

Key Tasks:

- To clean areas of the school according to the cleaning schedule using appropriate equipment and materials (including mopping, sweeping, vacuuming, polishing, buffing, scrubbing, washing and cleaning windows/glass) using hand and powered equipment provided.
- To ensure the very highest standards of cleaning are maintained.
- To empty litter bins and place rubbish in the appropriate disposal unit - according to school policies on waste and recycling, for efficiency and hygiene standards for all school users.
- To maintain outside areas as requested including sweeping pathways and outside areas.
- To top up consumables (e.g. soap dispenser, toilet rolls, paper towels) to maintain standards of hygiene and comfort for all users.
- To monitor and request replenishment of materials/stock required to refill your designated cleaner's cupboard area.
- To move furniture and equipment as/if required, with the assistance of colleagues as necessary, to enable cleaning of all areas.
- To use steps safely (if required) for ease of accessibility in lower level cleaning.
- To be available for any urgent cleaning duties (including spot, emergency cleaning, breakages & spillages/quick clean-ups) which may be necessary during your working hours.
- On a regular and appropriate periodic basis, to undertake cleaning of walls, skirting boards, paintwork, staircases and handrails etc.
- In set periods during the school closure/holiday periods, to undertake deep or extended cleaning (as required/coordinated by the School Business Manager).
- To actively engage in any mandatory training provided - as deemed necessary by the School Business Manager - adopting the cleaning methods and systems shown.
- To undertake required training in Fire Prevention and Safeguarding Children.
- To treat all information about the school as confidential.

Health and Safety

- To ensure the school's Health & Safety Policy and Procedures are adhered to at all times.
- To ensure that all cleaning materials and equipment are used in a safe manner and are kept secure.
- To understand COSHH requirements and method statements, and know how to interpret and follow them (as appropriate).
- To use all equipment in a safe manner, and be appropriately trained to do so, and to take responsibility for wearing the correct clothing/attire (a tabard will be provided).

Generic Responsibilities:

- To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other key stakeholders of the school.
- To pass on information of a personal nature regarding a student to an appropriate member of staff (e.g. any disclosures made which should be reported to the Designated Safeguarding Lead).
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- To act in a courteous way at all times in communications with both colleagues and other school stakeholders maintaining our School Staff Code of Conduct.
- To contribute to whole school events as/when required.
- To develop self within the post, committing to staff training and participating actively in appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
- To comply with any other reasonable duties or requests of your line manager, that are in keeping with this post or as may be determined from time-to-time by needs of the school.

This job description is current at the date below but will be reviewed and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

Signed

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Cleaner Caretaker

Headteacher

Dated

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