

Hours: 12. 50 hours per week

Weeks: 41 weeks per annum.

Contract: Permanent

Annual Leave: Taken outside of term time and paid pro-rata throughout the year.

No annual leave to be taken during term time.

Salary: SC-1 - NJC point 2

Benefits: Local Government Pension Scheme.

Hours of Duty: Decided in agreement with the line manager and confirmed annually (minimum). Some additional hours may be required during school holiday periods. This may already be included within your annual contracted hours or may be paid as additional hours, subject to prior approval.

Line Management

1. Direct Line Manager: Site Manager
2. Day to day: Site Manager
3. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has no line management responsibilities.

Key Purpose and Level of the Role

- Work under the direction of the line manager and day to day manager
- Provide an efficient and effective cleaning service, ensuring the highest hygiene standards and cleanliness for the health, safety and wellbeing of the pupils, staff and other visitors to the academy site

Key Roles and Responsibilities

Main Responsibilities

- Clean designated areas of the academy to the highest possible standard, within the designated time
- To use cleaning materials as directed in the academy procedures
- To operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners, polishers etc
- Report any premises or equipment defects to the relevant person when identified

Term Time Main Duties

- Wiping, polishing and dusting designated areas
- Emptying and cleaning bins
- Placing furniture correctly and general tidying up of designated areas
- Mopping and spray cleaning hard floor surfaces
- Cleaning toilets including sanitary fittings and surrounds
- Replenish supplies in the toilets
- Switching off lights
- Closing windows
- Cleaning spillages

Other Duties

- Detailed cleaning of designated areas when directed e.g. after a period of significant illness
- Detailed cleaning of designated areas during holiday periods, in line with instructions from the manager
- Report any safeguarding concerns using the academy systems
- Attend training, especially annual safeguarding training

General

- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the academy and pupils at the time.

Although the post is based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our other academies, subject to notification and acceptance by the post holder. Travel is paid if this is required

Acceptance of this Job Description

On behalf of St Christopher's C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: