



**Swavesey
Primary
School**

Middlewatch, Swavesey, CB24 4RN

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Swavesey Primary School

Job Description & Person Specification

School Vision

Our school aims to develop children who are:

- happy, healthy and confident
- ready, independent, life long learners
- resilient, resourceful and reflective learners
- responsible, honest global citizens

Through:

- A safe, stimulating and healthy environment
- Teaching which is inspiring, inclusive and active
- A broad challenging curriculum
- Encouraging creativity, individualism and team work
- Celebration of successes in all aspects of achievement
- Excellent partnerships with parents, governors and the community

All Staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the school development plan
- Support and contribute to the school's responsibility for safeguarding pupils
- To respect confidentiality of information at all times
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the school's equality and diversity policy to promote equality and equitable opportunity for all staff and pupils, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as communicated upon induction and circulated if amended.
- To read weekly briefing notes and accompanying information as circulated via email
- To attend or complete online relevant training courses such as safeguarding, health and safety
- Undertake any other reasonable duties required that are related to the job purpose from time to time

Employment Details

Job Title:	School Cleaner
Department/Phase:	Premises Team – Swavesey Primary School
Reports to (Job Title):	Site Manager and School Business Manager
Type of Position:	Permanent
Hours of work:	10 Hours - times available 6.30am – 8.30am, 3.30pm – 9pm. Term time plus some hours during the school holidays
Level and Scale Point:	Scale 1c Point 2 £12.26 per hour

Job Purpose: To provide an effective service to the school to achieve and maintain high standards of cleanliness and security
Role of Department: To work in partnership with school staff, providing a clean and safe environment for them to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school and ensure that the school meets its educational aims. To ensure effective use of resources in support of the school's learning objectives

Main Duties / Responsibilities

General Duties:	
1. Toilet and Cloakroom Areas: • Clean lavatory basins with appropriate cleaner provided. • Clean inside and outside surrounds of sinks • Clean taps • Refill toilet dispensers in all cubicles • Refill paper towels in each dispenser • Wipe tiles • Polish mirrors • Wipe paintwork • Empty black sacks/rubbish bins • Clean and mop floor with appropriate cleaner and bleach as instructed	
2. Classrooms, Staff Room, Offices, and Library Areas: • Vacuum • Hard flooring – dust control sweep or vacuum, damp mop • Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under) • Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges) • Bins – empty daily and damp wipe monthly • Clean inside and outside surrounds of sinks • Doors – remove marks from glass, doors and walls • Close windows and turn off the lights • Clean telephones	
3. Corridors: • Hard flooring – dust control sweep or vacuum, damp mop and machine buff as required. • Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under) • Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges) • Polish door handles (weekly) • Doors – remove marks from glass, doors and walls	
4. Security: As required, open and close the school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, lettings, emergency services	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Personal Specification

	Essential	Desirable
Qualifications & Training	• Literacy (able to read health & safety information etc) • Basic numeracy (stock control etc)	
Experience	• Knowledge of correct use of cleaning products and precautions to take	• Working in a school or educational setting
Knowledge & Skills	The successful candidate will have: • Ability to communicate clearly with Managers and colleagues • Ability to follow instructions and routines • Ability to bend/stretch to reach levels • Understand the importance of confidentiality	• Ability to Identify potential improvements to working practices within the school site and contributing to changes in working practices • Have knowledge of the operation of cleaning equipment and completing cleaning tasks
Personal Qualities	The successful candidate will have: • A flexible approach towards working practices. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities and empowering others. • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. The successful candidate will be: • Committed to promoting high quality and consistent practices. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes.	