

# Job description: Teaching Assistant (TA)

<b>Location</b>	Launde Primary School
<b>Contract term</b>	Temporary until 31 <sup>st</sup> August 2026 in the first instance
<b>Full time/term time</b>	10 hours a week, all year round.
<b>Pay range</b>	Flying High Grade 2 – Point 2-4 - £12.65 - £13.05 an hour.

## Job purpose

To play a crucial role in cleaning the school under the direction of the premises team to ensure that a clean, safe and welcoming environment is maintained.

## Main duties and responsibilities

- Clean and maintain classrooms, corridors and communal areas, including sweeping, mopping and vacuuming.
- Clean and sanitise toilets, including toilets, sinks and mirrors.
- Empty waste bins and dispose of rubbish in designated areas.
- Dust furniture, fixtures and fittings.
- Clean windows and mirrors.
- Replenish toilet paper, soap and paper towels.
- Report any maintenance issues or safety hazards to the appropriate personnel.
- Adhere to all health and safety regulations and procedures.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Cleaner

<b>Qualifications and training</b> <i>Evidenced through: Application/ Interview/ Referencing</i>	<b>Essential</b>	<b>Desirable</b>
Previous cleaning experience	✓	
Previous experience in a school environment.		✓

<b>Personal qualities</b> <i>Evidenced through: Application/ Interview/ References</i>	<b>Essential</b>	<b>Desirable</b>
Ability to work independently and as part of a team	✓	
Physical fitness to perform cleaning tasks including lifting and bending.	✓	
Reliable and punctual.	✓	
Basic understanding of cleaning chemicals and equipment.	✓	