



Fakenham Primary Federation

CLEANER - JOB DESCRIPTION

Job Title	Cleaner
School	Fakenham Infant School – part of Synergy Multi Academy Trust
Pay Scale	Scale B - £12.65 per hour, 2.5 hours per day from 3.00pm to 5.30pm term time plus 2 weeks (40 weeks per year) Actual Annual Salary £7244.64
Responsible to	Federation Business Manager, Head of Infant Phase, Executive Headteacher of Fakenham Primary Federation

1. Purpose and Scope

- (a) To clean designated areas of the school to the standard laid down by the School Business Manager, with particular regard to touch points and frequently used areas.
- (b) To replenish sanitary materials (toilet paper, paper towels and soap).
- (c) To periodically clean the store rooms in the designated areas.
- (d) To be available for deep cleaning during the Summer holidays – the school will pay 2 weeks additional pay for training and extra cleaning.
- (d) To ensure the cleaning equipment is kept in a clean and working order.
- (e) To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.
- (g) To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.S.H.).

2. Organisational Relationships

- (a) To let the school know before 12 noon if you are unable to attend your shift.
- (b) To work under the direct supervision of the Caretaker



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- (c) To report any problems to either the Caretaker or School Office
- (d) To perform such other duties of a like nature as required by the Caretaker or Senior Leadership Team

General Arrangements

The overall responsibility for the care and supervision of the children rests with the Executive Headteacher, or in his absence, the Head of Infant Phase.

The particular duties assigned to this post are set out above. These may be reviewed and amended in consultation with the post holder in the light of any changes / priorities identified within the school.

To safeguard and promote the welfare of children

This includes:

- The responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff than have a responsibility to take appropriate action, working with services as needed.

Code of Conduct

Employees are bound by the Trust's Code of Conduct and should read this in conjunction with their Job Description. Employees should pay particular attention to standards of Professional Behaviour both in work time and outside of school hours.

GDPR

The school processes any personal data in accordance with its data protection policy. Staff should ensure that they familiarise themselves with the Staff Privacy Notice, Data Protection Policy and Retention Schedule.