

Job Description: Premises Cleaner

Salary: £9:50 per hour (Real Living Wage)

Responsible to: School Site Manager

Core purpose of the Premises Cleaner:

Under the direction of the Site Manager, to be responsible for ensuring the school buildings are cleaned to the standard required.

Cleaning

General cleaning duties as directed and to specification required.

Cleaning and maintenance during school closures in accordance with specification.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

In addition, all duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSSH data sheet for guidance

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by their Line Manager. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the line Manager and member of staff.

Beccles Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Beccles Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.

We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.

Signed _____ Date _____
(Post Holder)

Signed _____ Date _____
(Line Manager)

Person specification: Premises Cleaner

	Essential	Desirable
Experience		Previous experience of working within a school setting
Qualifications	Knowledge of health and safety policies and procedures, e.g. manual handling.	
Knowledge	<p>Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/machine competence).</p> <p>Literate (able to read health and safety data and site information).</p> <p>Basic numeracy for stock control and stock rotation (use by dates).</p>	
Skills	<p>Identifying areas of improvement within the site and contributing to changes in working practice.</p> <p>Keep up to date written records.</p> <p>Ability to communicate clearly.</p>	