



Tudor Court Primary

Inspire – Challenge – Succeed

Head Teacher: Philip Kyriacou

Bark Burr Road, Chafford Hundred, Grays, Essex, RM16 6PL

T 01375 480662

E officemanager@tudorcourtprimary.com

W www.tudorcourtprimary.com

REPORTS TO: Site Manager

SALARY BAND: TLW

JOB PURPOSE: To participate in the provision and maintenance of an effective and efficient cleaning service in specified areas of the schools premises. Routine duties may vary between term and non-term time.

KEY ACCOUNTABILITIES

To actively promote the School's ethos by supporting the Equal Opportunities Policies and observe the standard of conduct which prevents discrimination taking place

To fully comply with the School's Health and Safety Policy and safe methods of work

MAIN RESPONSIBILITIES

- i) Emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; machine scrubbing and drying; buffing; suction cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning.
- ii) Specialist cleaning tasks which may include:-Carpet cleaning; upholstery cleaning; removal of stains, chewing gum and graffiti, etc. stripping and dressing/sealing floors; descaling sanitary appliances.
- iii) Operating / Using domestic and industrial cleaning equipment and materials.
- iv) Keeping equipment and storage areas in a clean and safe condition.
- v) Replenishing hygiene requisites as appropriate.
- vi) Informing senior staff or other designated person of faults, damage and vandalism or any issue that may restrict the cleaning process.
- vii) Securing/closing internal doors and windows as appropriate

SUPERVISION/MANAGEMENT OF PEOPLE

The post holder has no supervisory responsibility, but will assist in the familiarisation of duties to other colleagues.

CONTACTS AND RELATIONSHIPS

The post holder will have regular contact with teaching and non-teaching staff, when receiving instructions, seeking advice or reporting and whilst cleaning when staff are occupying offices etc. However as the work is undertaken outside of classroom hours, there will be little contact with pupils.



DECISIONS

Discretion – The post holder works to a clearly defined routine and has little or no discretion in changing the routine. Advice on any non-routine issues is available at all times from the Head Teacher/Office Manager or Site Manager.

Consequences – Effects of the decisions made would have a limited effect and be identified quickly. The post holder's work is regularly monitored by the Site Manager.

RESOURCES

The post holder has responsibility to monitor their own resources and the reporting of required repair work.

WORK ENVIRONMENT

Work Demands – Work tasks normally remain the same but are subject to seasonal changes or emergency responses as directed by the Custodian / Caretaker e.g. summer break deep cleaning and in the event of any internal damage such as flooding.

Physical Demands – The post requires walking, bending, stretching, lifting as required to fulfil the cleaning tasks described.

Working Conditions – The majority of work is undertaken indoors except for the carrying of rubbish to disposal point. Some exposure to disagreeable conditions when toilet cleaning for example.




Work Context – Work involves little contact with pupils. The post holder uses various cleaning chemicals in accordance with Health & Safety requirements.

KNOWLEDGE AND SKILLS

The post holder will be able to use an industrial wet and dry vacuum cleaner as well as regular cleaners and polishers. The post holder will also need to have basic awareness of Health & Safety issues as applicable to the range of duties. Training in these skills will be provided as part of a general induction programme.

GENERAL

Job Evaluation – This job description has been set out in such a way as to allow for job evaluation.

-  Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.
-  Equal Opportunities – The post holder must carry out duties with full regard to the School's Equal Opportunities policy
-  Health and Safety – The post holder must carry out duties with full regard to the School's Health and Safety Procedures.



Tudor Court Primary

Inspire – Challenge – Succeed

Head Teacher: Philip Kyriacou

Bark Burr Road, Chafford Hundred, Grays, Essex, RM16 6PL

T 01375 480662

E officemanager@tudorcourtprimary.com

W www.tudorcourtprimary.com

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head Teacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.