



# St Margaret's

Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU

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Executive Headteacher: Miss S Finch

Head of School: Mrs A Leonard

## Job Description & Personal Specification Cleaner

<b>Job Title</b>	Cleaner
<b>Grade</b>	2020 Scale 1 (Band 1 (Mid-point) £18,970.00 FTE, £4257.77 Pro Rata
<b>Reports to</b>	Caretaker / Executive Headteacher / SLT
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Caretaker, Classroom Teachers and Executive Headteacher / SLT.
<b>Job Purpose</b>	To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
<b>Duties</b>	<ul style="list-style-type: none"><li>• To carry out cleaning in all and any areas of the school.</li><li>• Frequency of cleaning to be undertaken as directed by Procedure Codes.</li><li>• Assisting with the locking and unlocking of school buildings and rooms.</li><li>• To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.</li><li>• To assist as necessary with the cleaning up after break-in or vandalism at the school.</li><li>• In emergency situations to assist with the clearing of snow and ice from paths and entries.</li><li>• To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals.</li><li>• To notify the Caretaker or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.</li><li>• All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li></ul>

***'God's word is a lamp to guide our feet and a light for our path'  
Inspired by Psalm 119:105***

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	<ul style="list-style-type: none"> <li>Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

### Personal Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	No specific experience required
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use general cleaning products
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A

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<b>General</b>	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently
	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

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