



CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

Bartholomew Road, Cowley, Oxford, OX4 3QH

Website: www.churchcowleystjames.org

Telephone: 01865 778484

Fax: 01865 774915

E-mail: office.3210@church-cowley-st-james.oxon.sch.uk

Head Teacher: Steve Dew

Post: Cleaner

Post Holder:

FTE /Hours: 12.5 hours per week
(all year round)

Responsible to: School Manager

Grade: 1

Date Reviewed: March 2017

TASKS – OPERATIONAL

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Maintain outside areas
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to (a Senior Officer)
- Operate everyday equipment in accordance with instructions



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RESPONSIBILITIES
<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities and performance development as required • Treat all users of the school with courtesy and consideration • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all • Comply with health and safety policies and procedures at all times • Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

SPECIFICATIONS	
Experience	<ul style="list-style-type: none"> • General cleaning work
Qualifications/ Training	<ul style="list-style-type: none"> • Willingness to undertake induction training • Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these
Knowledge/Skills	<ul style="list-style-type: none"> • Willingness to use relevant equipment • Ability to relate well to children and adults • Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards • Willingness to gain knowledge of health and safety procedures and precautions • Willingness to gain awareness of COSHH regulations • Willingness to gain awareness of health and hygiene procedures • Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) • Willingness to participate in development and training opportunities • Ability to work on own or as part of a team

This job description sets out the duties of the post at the time it was drawn up. In addition the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.