



Cleaner

Monday – Friday 4 - 6 pm (10 hpw), permanent

43 weeks per year (term time plus four weeks during school holiday periods to undertake thorough cleaning tasks)

Grade 2 Point 1 – currently £9.00 per hour

Closing date: 20th September, 2019

Interviews: w/c 23rd September, 2019

Location: Tollgate Primary (aged 4-9) is part of the Bury All-Through Trust

<http://www.burytrust.org/trust/index.htm>

Duties will include cleaning of designated areas to a high standard throughout the school.

You will:

- Undertake general cleaning duties as directed
- Work as part of a small team under the supervision of the caretaker
- Use cleaning materials and machinery safely
- Undertake thorough cleaning tasks when the school is closed

Visits to the school are welcomed and encouraged. Please contact the school on (01284) 752742 or email: tollgate@burytrust.org to arrange.

Web: <http://burytrust.org/tollgate/>

If you are interested in the post then please download the application form and email to mrumsey@burytrust.org by the closing date.

The Bury St Edmunds All-Through Trust is an equal opportunities employer and actively considers the safeguarding of children during its recruitment processes

TOLLGATE PRIMARY SCHOOL

JOB DESCRIPTION

JOB FAMILY: Site Management, Caretaking and Cleaning
LEVEL: A
GRADE: 2

LEVEL DESCRIPTION

Under the direction of Senior Custodian, Cleaner in Charge, School Operations Manager or Headteacher post holder is responsible for ensuring the school buildings are cleaned to the standard required.

No supervisory responsibilities.

All duties are carried out within recognised procedures or guidelines.

All problems, other than the most routine or straight forward, will be referred to the Supervisor.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

DUTIES AT THIS LEVEL

Cleaning

General cleaning duties as directed and to specification.

Keeping playground and paths clean and litter free as directed.

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 COSHH data sheet for guidance.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/machine competence).	
Literacy and numeracy	Literate (able to read health and safety data and site information). Basic numeracy for stock control and stock rotation (use by dates).	
Organisational		Knowledge of health and safety policies and procedures, e.g. manual handling.
Knowledge and use of equipment	Use of range of cleaning equipment, including specialist items e.g. rotary machines, wet pick-up, scrubber/driers.	
Mental Skills:		
Thinking creatively / Developing new ideas	Identifying areas of improvement within the site and contributing to changes in working practice.	
Interpersonal & Communications Skills:		
Verbal and written communications skills (including use of languages)	Keep up to date written records. Ability to communicate clearly.	

