



Earley St Peter's CE Primary School

JOB DESCRIPTION

Job Title:	Cleaner	Job Ref:	SCH 142
School:	Earley St Peter's CE Primary School	Salary:	FTE £22,366 Actual Annual Salary £7,566
Reports To:	Premises Manager		
Grade:	1 SCP 2		
Employment Status Fixed Term			
Hours of Work 15 hours per week. Monday to Friday term time, with some hours during school holidays.			
Job Purpose To clean the school building and premises to the required standard.			
Departmental/Team Purpose The purpose of the school is to meet the educational needs of children and young people within the local community.			
Organisation Chart <div style="text-align: center;"><div>Premises Manager</div><div>↓</div><div>Cleaner</div></div>			

Scope	
Financial Accountabilities	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder) Budgets monitored on day-to-day basis:	
Staff Responsibilities	NONE
Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:	
Management of Physical Assets	NONE
Nature of physical assets directly controlled, (e.g. children's home):	

Summary of Main Contacts.

- Premises Manager
- Trust Operations Manager
- Head of School
- Other school staff
- Pupils
- Parents
- Contractors

Safeguarding Statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in.
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list. You may be required to carry out other duties as required.

1. To carry out the cleaning of the interior of the school, to an agreed standard, under the direction of the line manager.
2. To be aware of Health and Safety issues around the building.
3. To report any problems/incidents to the line manager.
4. To retain confidentiality about all aspects of school life.
5. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.