



JOB DESCRIPTION

Job Title:

Cleaning Operative

Responsible to:

Site Manager

Grade: B Point 2 £9.43 per hour

Working Hours:

To be confirmed on appointment but will be arranged between the hours of 3pm and 6pm

Working Weeks Per Annum: 39 weeks

Purpose of Role:

To undertake general duties necessary to provide a clean, hygienic and safe environment for teaching and other school activities.

Job Duties:

Under the supervision of the Site Manager:

- Carry out cleaning tasks set out in the school's cleaning schedule.
- Use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided.
- Report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Head Teacher (or other nominated supervisor)
- Observe health and safety and security requirements.
- Complete any appropriate records or documentation required by the Head Teacher.
- Maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
- Ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

Carry out any other duties within the competence of the post-holder commensurate with the general level of responsibility of the post.

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

Key Responsibilities:

Contribute to the ethos and aims of the School

- To be aware of and understand the School’s Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through SharePoint) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To undertake any duty or responsibility that the Headteacher, line manager and the Business Manager asks relevant to the school’s needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other school professionals.

Further Information:

Pension	As an employer of the Local Government pension scheme, the postholder has the option to enroll if required. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit.
Confidentiality	Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School’s data protection parameters.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management at The Corsham School.

The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

** The Corsham School will accept photocopies on application, but original certificates MUST be presented for verification the interview day.*

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

SignedDate.....
