Cleaning Assistant – Grade 1 (£9.50 per hour)

Start date: Spring Term (as soon as possible)

Hours of work: Monday to Friday 15:20 to 17:55

Weeks: Term time + 3 weeks (1 week Easter, 2 weeks Summer holidays)

Contract: Permanent

Required: From 28th March 2022

We are looking to appoint an experienced cleaner to join our existing team, under the direction/instruction of senior staff, provide a clean and hygienic school environment which meets specified cleaning standards.

You are very welcome to come and visit our lovely school. To make an appointment to come and have a look around, or for an application form, please contact our Business Manager, Caroline Clorley, on 01939 232292 or by email at admin@st-peters.shropshire.sch.uk.

St Peter's CE Primary & Nursery School is committed to safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this commitment.

Closing date for applications: Thursday 17th March 2022

Application forms can be accessed by contacting our administration team admin@st-peters.shropshire.sch.uk or directly from the WM Jobs website

St Peter's CE Primary & Nursery School,

Shrubbery Gardens

Wem

Shropshire SY4 5BX

Tel: 01939 232292

JOB DESCRIPTION

JOB DESCRIPTION	
NAME	
JOB TITLE	**Cleaning Assistant**
RESPONSIBLE TO	**Head teacher/Cleaner in Charge**
HOURS OF WORK	**12 hours 55 mins weekly**
SCALE	**Level 1**

Principal Duties & Responsibilities

Main Responsibilities

- Carry out general cleaning duties.
- Use electrical cleaning equipment as appropriate.
- Ensure the safe use of all machinery, equipment and chemicals.
- Keep external areas of the premises clean and tidy.
- Report any incidents/problems to senior staff.

Other Responsibilities

- Be aware of and comply with all school policies and procedures.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may also include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.