***Please return your application form together with a letter of application to Mr Payne. Headteacher, Chambersbury Primary School by 12 noon on Friday 31st January 2025. Interviews are expected to take place the following week at mutual convenience.***

***In line with our commitment to safeguarding children, all applicants are subject to an enhanced Disclosure and Barring Service (DBS) check as part of Hertfordshire County Council’s pre-employment checks. Any appointment is subject to satisfactory completion of a DBS and other safeguarding checks and also to satisfactory references being obtained.***

**JOB DESCRIPTION**

**POST TITLE:** Cleaner

**SALARY GRADE:** TBC

**RESPONSIBLE TO:** Headteacher & School Site Manager

**EFFECTIVE FROM:** ASAP

**Purpose of the Job**

To provide a clean, healthy and safe environment for users of the school buildings and grounds.

**Main Areas of Responsibility**

1. daily and periodic cleaning of designated areas of the school building and grounds to ensure they are kept in a hygienic condition according to the schedule of work, including:

* vacuuming and cleaning floors including the use of powered equipment
* dusting and polishing furniture and other surfaces
* cleaning walls and other paintwork, tiling and mirrors
* emptying and cleaning waste bins
* cleaning toilets, sinks and basins
* some porterage duties, including movement of furniture and equipment within the school as required;
* Knowledge of COSHH is desirable but not essential, (training can be given if required);
* assistance with the maintenance of a healthy and safe environment;
* Undertake specialised cleaning programmes during school closures or other designated periods.

Designated areas can be classrooms, offices, receptions areas, school halls, etc.

b) To contribute to a working environment which supports equal opportunities and anti-discriminatory practice

**Equality and Diversity:** At Chambersbury Primary School, we acknowledge our statutory duty to eliminate unlawful discrimination on grounds of disability. We promote equality of opportunity and good disability relations. We aim to make ‘reasonable adjustments’ to working conditions or the workplace to overcome the practical effects of a disability.

**Knowledge, Experience and Training:** No specific qualifications required. Basic understanding of health & safety procedures

**Problems and Decisions:** Problems may arise in connection with powered equipment. These or any other problems or concerns should be reported to the School Manager. The successful candidate should be aware of cleaning supplies running low and report this to the school office

**Physical Effort:** Pushing heavy cleaning equipment. Bending and stretching to move furniture and other articles around. Approx. 90% to 100% of the time

**Working Environment:** Some exposure to strong cleaning materials.

**Additional Information:** It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

**PERSONAL SPECIFICATION**

**Cleaner**

**Knowledge, Experience and Training**

* have a commitment to working within the ethos of the school; carrying out its aims; working in partnership with the Headteacher, School Site Manager and all school staff and Governors;
* be an efficient and effective cleaner;
* value the importance of developing positive relationships with all in our school community;
* enjoy being part of a team;
* may have previous experience of cleaning in a school setting or similar;
* will ideally have a knowledge of Health and Safety issues.