

## FOXTON PRIMARY SCHOOL



### CLEANER/CARETAKER

#### JOB DESCRIPTION

**JOB TITLE:** Cleaner/Caretaker

**RESPONSIBLE TO:** Headteacher

#### **PURPOSE OF THE POST**

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory physical environment.

**Responsible to:** Headteacher

#### **HOURS OF WORK**

Monday – Friday 3.15 – 6.45pm – 17.5 hours per week in term time plus 2 hours caretaking as needed plus+ additional hours in school holidays as per arrangement with the headteacher

(For the appropriate applicant, hours can be renegotiated e.g. split shift)

#### **Salary**

Scale 1C	£13871 – £14338 per annum (pro-rata)
Weeks per year:	38 weeks per year + holiday entitlement
Hourly rate:	£7.19 - £7.43

#### **MAIN ACTIVITIES:**

- To ensure that the building and contents are secured at the end of the day.
- To clean designated areas to a high standard (see attached schedule).
- To follow cleaning frequency as agreed with the headteacher.
- To ensure correct usage of cleaning materials.
- To use powered equipment as directed by the headteacher.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups, and in health and safety and the use of cleaning chemicals.
- To have due regard for the Health and Safety issues.
- To be responsible for reporting any problems relating to Health and Safety to the headteacher.
- Carry out inspection and maintenance tests as needed.
- Take appropriate repairs as needed within the scope of a competent handyman.
- Porterage duties as required including the lay out of furniture for meetings etc
- Occasional interior decoration within the scope of a competent handyman
- Replacing bulbs

#### **EXPECTATIONS:**

- To attend punctually, according to agreed hours.
- To be appropriately dressed.
- To be flexible in covering overall work load.
- To be willing to undertake varied duties according to the needs of the school, as requested by the Headteacher.
- To regularly rotate within cleaning areas as directed by Headteacher.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.