



# St Margaret's

Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU

Tel: 01268-552176

Email: [admin.stmargarets@dcvst.org](mailto:admin.stmargarets@dcvst.org)

Executive Headteacher: Miss S Finch

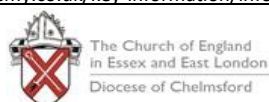
Head of School: Mrs A Leonard

## Job Description Cleaner with Keys

<b>Job Title</b>	Cleaner With Keys
<b>Grade</b>	Scale 2 - £18,824.00 FTE / £6,337.51 Pro Rata
<b>Reports to</b>	Executive Headteacher/Head of School/Caretaker
<b>Responsible for</b>	Cleaning Team alongside Caretaker
<b>Liaison with</b>	Executive Headteacher/Head of School/Caretaker
<b>Job Purpose</b>	To contribute to the smooth running of the School by carrying out a range of cleaning duties including security and supervision of the site and related equipment.
<b>Duties</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> <li>To act as a key holder, carrying out security procedures for the buildings and grounds.</li> <li>Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>Liaising with contractors and advising the Executive Headteacher/Head of School/Caretaker of their presence, in the absence of the Caretaker.</li> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.</li> <li>Undertaking cleaning including secondary cleaning.</li> <li>Window cleaning, where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.</li> <li>Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Executive Headteacher / Head of School / Caretaker.</li> </ul>

***'God's word is a lamp to guide our feet and a light for our path'  
Inspired by Psalm 119:105***

St Margaret's C of E Academy fully complies with information legislation. For the full details on how we use your personal information please visit <https://www.st-margaretsacademy.co.uk/key-information/information-hub/gdpr/> or call 01268 552176 if you are unable to access the internet



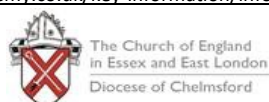
- Drawing the attention of the appropriate authorities via the Executive Headteacher, Head of School, Caretaker to any repairs or maintenance work required at the premises.
- Ensuring that all areas within the site are free from litter.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Carry out cleaning in all and any areas of the school.
- Frequency of cleaning to be undertaken as directed by Procedure Codes.
- Assisting with the locking and unlocking of school buildings and rooms.
- To carry out as necessary the replacement to roller towels, re-newing supply of toilet rolls and replacement of bin liners.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- In emergency situations to assist with the clearing of snow and ice from paths and entries.
- 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 notify the Executive Headteacher/Head of School/Caretaker, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Executive Headteacher/Head of School/Caretaker and Governing Body.

Other duties

- Planning own work.
- Preparing the school premises and site for out of school activities.

***'God's word is a lamp to guide our feet and a light for our path'  
Inspired by Psalm 119:105***

St Margaret's C of E Academy fully complies with information legislation. For the full details on how we use your personal information please visit <https://www.st-margaretsacademy.co.uk/key-information/information-hub/gdpr/> or call 01268 552176 if you are unable to access the internet



	<p><b>General</b>          At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.          Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School and governing Body.</p> <p>The duties may be varied by the Executive Headteacher/Head and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

***'God's word is a lamp to guide our feet and a light for our path'  
 Inspired by Psalm 119:105***

St Margaret's C of E Academy fully complies with information legislation. For the full details on how we use your personal information please visit <https://www.st-margaretsacademy.co.uk/key-information/information-hub/gdpr/> or call 01268 552176 if you are unable to access the internet

