



JOB DESCRIPTION

Cleaner | Grade A+, SCP 3 – 16.25 hours per week –Temporary

School	Zetland Primary School
Address	Redcar Lane, Redcar, TS10 3JL
Pay	£13.28 per hour – 16.25 hours per week – Mon-Fri 3:30pm-6:45pm (temporary until 31.08.27)
Start date	As soon as possible following completion of employment checks

JOB PURPOSE

To work under the instruction/guidance of the School Caretaker and Head of School to undertake directed work and scheduled tasks that ensure all designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

RESPONSIBILITIES

- Wiping down and dusting surfaces
- Vacuuming carpeted areas
- Sweeping hard surfaces
- Emptying bins
- Cleaning toilets, basins and sinks to the required standards.
- Mop and bucket floor areas, and buff floors.
- Use of step ladders to clean up to a height of 11 feet.

HEALTH AND SAFETY

- Follow agreed risk assessment when moving furniture etc to clean.
- Ensuring cleaning materials are safely stored and are not accessible to children.
- Ensuring that cleaning materials are kept in safe, and appropriate, containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health and Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.).

MATERIALS AND SUPPLIES

- Notify supervisor where stocks are low.
- Ensure correct materials are used, awareness of COSHH as it applies to schools.

SAFEGUARDING AND PROFESSIONAL RESPONSIBILITIES

- Put the safety, wellbeing and welfare of pupils at the heart of your work and always follow the school's safeguarding and child protection procedures.
- Report concerns promptly to the appropriate member of staff and maintain appropriate professional boundaries.
- Maintain confidentiality and follow requirements relating to data protection, health and safety and school security.
- Promote equality, diversity, and inclusion so that every pupil has access to opportunities to learn and develop.
- Demonstrate the school's values and contribute positively to the wider life and ethos of Zetland Primary School.
- Carry out the role with professionalism, flexibility, and commitment to continuous improvement.



PERSON SPECIFICATION

Cleaner | Grade A+, SCP 3 (Temporary until 31.08.27)

The criteria below reflect the requirements supplied for the post. Candidates should use the application form to show clearly how their experience, qualifications, knowledge, and skills meet the requirements of the role.

EXPERIENCE

Requirements	Assessment notes
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Previous cleaning experience is desirable but not essential Application / interview

QUALIFICATIONS AND TRAINING

Requirements	Assessment notes
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Basic literacy and numeracy skills gained from general education or equivalent necessary. Application / interview

Knowledge of cleaning procedures and use of basic cleaning equipment.

KNOWLEDGE AND SKILLS

Requirements	Assessment notes
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Previous cleaning experience is desirable but not essential, as training will be provided however, the candidate must demonstrate the following: Application / interview

They take pride in maintaining high standards of cleanliness.

Show reliability, punctuality and trustworthiness.

Can work independently and as part of a team.

Has a positive and flexible approach to work.

Has an awareness of health and safety requirements.

PROFESSIONAL EXPECTATIONS

Requirements

- Commitment to safeguarding and promoting the welfare of children.
- Commitment to equality of opportunity and inclusive practice.
- Ability to maintain confidentiality and follow school policies and procedures.
- Reliable, professional approach and willingness to undertake relevant training and development.

Employment checks: Appointment will be subject to the school's required pre-employment checks.