



St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)

Headteacher: Mr. Nathan Pow BA (Hons)



Post title	Cleaning Operative
School:	St Mary & St Thomas Church of England Primary School
Salary:	£4,997
Line manager:	The Headteacher

Main Purpose of the Job:

To contribute to a clean, healthy, and safe environment that adheres to specific cleaning standards and promotes the well-being of all users of the school facilities.

Key Duties and Responsibilities:

- Cleaning Standards:**
 - Provide high-quality cleaning services across all school buildings, ensuring compliance with health and safety guidelines and current legislation.
- Uniform and PPE Compliance:**
 - Wear the designated uniform and personal protective equipment (PPE) at all times, in accordance with health and safety regulations.
- Training and Development:**
 - Participate in required training sessions to enhance skills and ensure a safe working environment.
- Asset Care:**
 - Take responsibility for the care of corporate assets and promptly report any defects or maintenance issues to the line manager.
- Timesheet Management:**
 - Accurately complete and submit personal timesheets in a timely manner each month.
- Housekeeping:**
 - Maintain cleanliness and organisation in cleaning storage areas, ensuring all cleaning implements are stored appropriately.
- Risk Awareness:**
 - Remain vigilant in identifying and reporting potential risks within the work area to the line manager to prevent incidents.
- Cleaning Tasks:**
 - Perform a variety of cleaning tasks, including but not limited to:

Believe, Achieve, Shine



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- Vacuuming
 - Mopping
 - Damp wiping
 - Cleaning toilets and urinals
 - Washing walls
 - Carpet cleaning
 - Stripping and polishing floors
 - Training will be provided for all cleaning tasks.
9. **Productivity and Time Management:**
- Adhere to audit requirements by signing in using the Inventory time recording system. Arrive on time and fulfil contractual hours to enhance productivity.
10. **Team Collaboration:**
- Work collaboratively as part of a team, appreciating and supporting the roles of colleagues.
11. **Personal Development:**
- Engage in personal development opportunities through training and other learning activities as required.
12. **Meeting Participation:**
- Attend and actively participate in team meetings as necessary.
13. **Policy Compliance:**
- Be aware of and comply with all relevant policies and procedures, including those related to child protection, health and safety, security, confidentiality, and data protection. Report any concerns to the appropriate person.
14. **Additional Duties:**
- Undertake any other duties and responsibilities as assigned by the cleaning supervisors or Headteacher, which are commensurate with the grade of the job.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

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