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| **https://cwa.durhamlearning.net/owa/attachment.ashx?id=RgAAAAD1SnqwJmeRQJoVqp2eP5gSBwAG%2bKq17h9HRbLgX5jI4k5LAAiMDkO%2bAADErzmKyt6HSa9Fl1YOiTxbAUIYaYRGAAAJ&attcnt=1&attid0=EACRGcMXqHJTR72UR4Zwz85q**https://cwa.durhamlearning.net/owa/attachment.ashx?id=RgAAAAD1SnqwJmeRQJoVqp2eP5gSBwAG%2bKq17h9HRbLgX5jI4k5LAAiMDkO%2bAADErzmKyt6HSa9Fl1YOiTxbAUIYaYRGAAAJ&attcnt=1&attid0=EACRGcMXqHJTR72UR4Zwz85q | **Tudhoe Learning Trust** |

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| **JOB DESCRIPTION** |

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| **Job Title:** | Cleaner |
| **Responsible to:** | The Head Teacher |
| **Place of Work:** | South Hetton Primary School |
| **Hours:** | 5 hours per week part-time/whole-time (3.30pm to 4.30pm Monday-Friday) |
| **Salary:** | Grade 1 SCP 3 £22,737 pro rata for part-time working |

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| **Job Summary** |
| Cleaning designated areas of the school in accordance with Trust cleaning specifications and to ensure these are kept in a clean and hygienic condition on a daily basis as instructed by the Head Teacher. |
| **Duties and Responsibilities** |
| Main Duties include but are not limited to:  To clean designated areas of the school as allocated by the Head Teacher. These areas may be changed, depending on the needs of the school.   * Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas. Cleaning of public areas, corridors, etc. children’s and staff toilets. * Polishing and dusting of fixtures and fittings. Where appropriate, after instruction, use of powered equipment. * To follow Health and Safety codes. Health and Hygiene code of practice in relation to cleaning, e.g. C.O.S.H.H, siting of warning cones, etc. * To report faulty equipment to the Site Manager as necessary. * Any other cleaning duties as directed by the Head Teacher. * A willingness to undergo training as and when required for the job. * Be reliable and trustworthy.   **Protective clothing**  You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Head Teacher will decide when articles need replacing. |

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| **PERSON SPECIFICATION – Cleaner** |

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| **Category** | **Essential** | **Desirable** | **Assessment** |
| **Education, Qualifications and Training** | Literacy and numeracy skills. Full training will be given. | Knowledge of Health and Safety, COSHH etc.  Manual Handling | Application |
| **Experience** | Cleaning work place environments.  High standards of cleaning. | Experience of working around children. | Application / Interview  Application/  Interview |
| **Attitudes and Abilities** | Understanding of the obligations of working around children.  Ability to use own initiative.  Flexible approach.  Committed to providing an excellent service.  Able to work as part of a team. | Knowledge of cleaning materials, chemicals and equipment. | Interview / Application  References |
| **Personal Attributes** | Reliable and trustworthy |  | Interview |
| **Working Arrangements** | Part time all year round. |  | Interview/ Application Form |