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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 in Charge  |
| **Responsible to:** | The Head Teacher |
| **Place of Work:** | Dene House Primary School  |
| **Hours:** | 15 hours per week part-time/whole-time (3.30pm to 5.30pm Monday-Friday) |
| **Salary:** | Grade 3 (SCP 4-6) £24,404 - £25,183 pro rata for part-time working |

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| **Job Summary** |
| The Cleaner in Charge is responsible for overseeing the cleaning operations within the school, ensuring that all areas are maintained to a high standard of cleanliness. This role involves managing a team of cleaners, coordinating cleaning schedules, and ensuring compliance with health and safety regulations. Additionally, the Cleaner in Charge is responsible for securing the school and setting the alarm at the end of the day. |
| **Duties and Responsibilities** |
| Main Duties include but are not limited to:**Supervision and Management:*** Oversee and manage a team of cleaners, providing guidance and support as needed.
* Develop and implement cleaning schedules to ensure all areas of the school are cleaned efficiently.
* Conduct regular inspections to ensure cleaning standards are met and maintained.

**Inventory and Supplies Management:*** Maintain an inventory of cleaning supplies and equipment.
* Order and replenish cleaning supplies as needed to ensure continuous operations.

**Health and Safety Compliance:*** Ensure compliance with health and safety regulations, including the safe use of cleaning chemicals and equipment.

**Security and Lock-Up:*** Ensure all areas of the school are secure at the end of the day, including locking doors and windows.
* Set the alarm system and ensure it is functioning correctly.

**Additional Duties*** Coordinate with external contractors for specialised cleaning tasks.
* Maintain accurate records of cleaning activities and report to the Headteacher
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| **PERSON SPECIFICATION – Cleaner in Charge** |

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| **Category** | **Essential** | **Desirable** | **Assessment** |
| **Education, Qualifications and Training** | Literacy and numeracy skills. Knowledge of Health and Safety, COSHH etc.Manual Handling |  | ApplicationApplication/InterviewApplication/Interview |
| **Experience** | Previous experience of working in the cleaning industry Previous experience of supervising a team Good working knowledge of Health & Safety Regulations relating to cleaning materials and equipment. | Experience of working in an education setting | Application / InterviewApplication/InterviewApplication/Interview |
| **Attitudes and Abilities** | Able to organise and coordinate the work of others Able to communicate clearly and give instructionsAble to work effectively and supportively as part of a teamAble to maintain confidentialityAble to manage time effectivelyAble to use initiative to deal with unexpected problems that arise | Knowledge of cleaning materials, chemicals and equipment. | Interview / ApplicationReferences |
| **Personal Attributes** | Well organised and methodical approach to workObservant with good attention to detailDesire to deliver a high-quality serviceFlexible in response to the changing demands of the post Able to manage some lifting and carryingWillingness to take personal responsibility for standards of work |  | Interview |
| **Working Arrangements** | Part time all year round. |  | Interview/ Application Form |