

Site manager and Cleaner St Mary's C of E Primary School

St Mary's are looking to recruit a new site manager/cleaner to join our wonderful team.

Purpose of the Post: To maintain the site of St Mary's as well as the cleaning of the school. The post would involve opening up and securely locking the school, cleaning the school daily as well as working with contractors to fulfil all maintenance and upkeep of the school.

Reporting to: Headteacher

Key Contacts: Headteacher and School Business Manager

Location: St Mary's C of E Primary School

Salary: £20,242 (pro rata)

Hours: 32 hours

Closing date: 20th November 2024

Interviews: TBC after applications received

Principal Responsibilities:

Open up the school and lock the school

Clean the classrooms, toilets and communal areas daily

Maintain the school upkeep reacting to requests from staff

Liaise with contractors for scheduled maintenance of school facilities

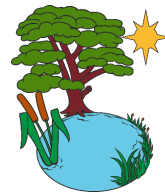
Fire warden including weekly testing

Aspectos monitoring (SALO)

General Responsibilities applicable to all staff:

To demonstrate and promote the values of St Mary's C of E Primary school at all times.

- To work effectively with other members of staff to meet the needs of all pupils.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable school policies and procedures.



- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the school, with due regard to General Data Protection Regulations.

Note:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

St Mary's Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder is required to follow all of the school's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people. All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.