

Job Description/Person Specification

Cleaner-Science preparation areas

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| Post Title | Cleaner-Science preparation areas |
| Salary Grade | Point 7 NJC Scale-£7.83 per hour |
| Hours | 10 hours per week, to be worked Monday to Friday 13:00-15:00, term-time only (38 weeks per year) |
| Location | Abbeyfield School |
| Reports To | Head of Science |
| Purpose Of Post | To be responsible for the cleaning and organisation of the two prep rooms and practical science equipment under the direction of the technician team. |

**KEY RESPONSIBILITIES**

* To assist in maintaining a safe working environment for staff and pupils
* To ensure prep. rooms and science equipment are kept clean and tidy and that safety regulations are met, including cleaning and sterilising equipment
* To undertake clearing, washing up and storing of a range of practical equipment
* To only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
* Ensure all PPE issued is worn at all times
* Display wet floor signs when cleaning floors or spillages
* Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
* To undertake basic administration duties from time to time

**OTHER RESPONSIBILITIES**

1. Work co-operatively with other support and teaching staff
2. Comply with the School’s policies

The job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the line manager.

The post holder must adhere to and ensure compliance with the School’s Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School’s Child Protection Officer.