

Job Description

Job title	Cleaner and Midday Supervisor
Salary	BPS1A/5
School	Thornborough Infant School
Line Manager	The Headteacher

Main purpose of the job:

To ensure the safety, care and welfare of our children, in the village hall and on the playground during lunchtime. To maintain a clean and safe school environment for the staff, children and visitors.

Line Manager:

Headteacher

Duties and responsibilities:

- Support the aims and ethos of the school and adhere to the staff code of conduct and all school policies.
- Follow the school's procedures by reporting any incidents or concerns they have in this respect to the Designated Safeguarding Lead.

Midday:

- Set up the village hall before, clean during and at the end of the lunchtime.
- Serve lunches.
- Supervise children in the village hall and other parts of the school during the lunch period.
- Support children with lunchtime routines, including washing of hands, using good table manners and taking responsibility for collecting their lunch and tidying the village hall.
- Monitor pupils who appear isolated and helping them socialise where necessary.
- Initiate collaborative play with all pupils.
- Be aware of vulnerable pupils as advised by the Headteacher.
- Encourage positive attitudes and good behaviour values and expectations set out in the behaviour policy.
- Liaise with staff.

Cleaning:

- To be responsible for thoroughly cleaning Thornborough Infant School daily, using cleaning materials as instructed and complying with risk assessments and COSHH.

Other

- Administering first aid as required.
- Report hazards and defects to the Headteacher.
- Communicate and co-operate with any relevant external bodies.
- Be fully conversant with the school's procedures and policies.
- Participate in training, as required and agreed with the Headteacher.
- Undertake additional tasks as requested.
- Be flexible to hours, as required and agreed with the Headteacher.