

## JOB DESCRIPTION

<b>School:</b>	St Clement's High School part of West Norfolk Academies Trust
<b>Job Title:</b>	Cleaner
<b>Grade:</b>	Scale A, Pt 2, £11.59 /hour Approx £ 10,775 (FTE £22,366 - Based on 37-hour week. Please note the salary will be pro rata)
<b>Hours/weeks:</b>	18.45 hours per week. 6am - 8am. 44 weeks /year term time +6 weeks  Hours to be discussed at the interview. If preferred please call us to discuss hours before applying
<b>Responsible to:</b>	Headteacher Site Manager Cleaning Supervisor
<b>Working With:</b>	Cleaning Staff

### Purpose of the Job

To clean a designated area of the school, as directed by the cleaning supervisor to the standard laid down by the school in accordance with the practices and procedures.

### Responsibilities

- To clean a designated area of the school to the standard laid down by the school. Cleaning tasks to include vacuuming, mopping, buffing, washing surfaces, removing graffiti and chewing gum and cleaning toilet areas
- General cleaning tasks as required
- To provide relief cover during times of staff absence
- To replenish sanitary materials (toilet paper, paper towels and soap)
- To periodically clean the store rooms in the designated areas
- To ensure the cleaning equipment is kept in clean and working order
- To report any issues and concerns to the Senior Caretaker
- To be fully aware of, and comply with, all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974
- To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.)
- Undertake other similar duties and activities that fall within the grade and scope of the post as directed by the Headteacher or Senior Leadership Team

## Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Good numeracy / literacy skills		✓	Appl/Int
GCSE, or equivalent, in Maths & English		✓	
Specific training in specialist area		✓	

Experience	Essential	Desirable	How assessed
Previous cleaning experience would be preferred.		✓	Appl/Int/Ref

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
An awareness of Health and Safety issues and requirements.		✓	Appl/Int/Ref
The successful candidate will be efficient, self-motivated and adaptable with the ability to work to deadlines.	✓		
Attention to detail	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self & others . Genuine concern for others		✓	Appl/Int/Ref
Positive attitude to work & supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference