



Cleaner required (1 Permanent position and several relief positions available)

We are looking to appoint a flexible, reliable, enthusiastic and hardworking person to join our team of cleaners to maintain a high standard of cleanliness within our school.

This will require duties such as vacuuming, wiping tables, dusting, and cleaning of washroom areas, fixtures and fittings etc.

A good understanding of cleaning chemicals and equipment would be desirable.

Please note that the position may require the employee to open/secure the school building on occasions.

Grade 3

11.25 hours per week – 2 hours 15 mins per day (3:30pm – 5:45pm or 6am – 8:15am)

39 weeks per annum

Holiday Overtime available

Actual Salary: £5,379 £12.26 per hour

Permanent post – start date – immediate

Relief posts also available with a zero-hours contract

If you are interested in applying, please complete the school's application form and return it to the school address or by email to sarah.bentley@etwall.derbyshire.sch.uk

Etwall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online/social media checks will be carried out for all shortlisted candidates.

Closing Date for permanent position: Sunday 23rd March 2025

Etwall Primary school - Job Description for Cleaner with key holding responsibilities

Job Title: Cleaner with key holding/Relief Cleaner with key holding

Grade/Scale: Derbyshire Pay Scales - Grade 3

Hours/FTE: 11.25 hours per week (39 weeks per year), 2 hours 15 mins per day

Accountable to: Site Manager

Purpose of the Role:

To provide an excellent cleaning service for the school which will include working in all types of rooms, including offices, classrooms, entrance areas, halls, corridors and toilets.

The site manager and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school.

Accountabilities / Responsibilities:

To be responsible for cleaning allocated areas of the school site (this will vary from time to time).

Main cleaning duties will include:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and walls
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Sweeping, mopping and cleaning hard floor surfaces
- Wiping and straightening furniture
- Dusting
- Replenishing janitorial supplies in toilets etc.
- Carpet shampooing on occasions, as required
- Swift reporting of any hazards or defects to the Site Manager.

Cleaners are generally responsible for an area and will be expected to clean to the frequency and high standard set out. At the direction of the Site Manager, cleaning staff will be required to be flexible and clean other areas of school, as required or may be designated with a new cleaning area.

The post-holder may be required to be a key-holder on occasions. This will be agreed in advance.

Note: During periods when the school is closed, routine cleaning is undertaken throughout the school. This includes stripping of sealed floors, high level dusting, surface washing etc.

Other:

- 1) Carry out any other duties as directed by the Site Manager commensurate with the general level of responsibility of the post.
- 2) All staff are expected to be courteous to colleagues and children and provide a welcoming environment to parents and other visitors.

Health and Safety, Equality and GDPR:

- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To understand and comply with the school's and County Council's policies on Health and Safety legislation and report all potential risks to the SBO.
- To understand and comply with the school's and County Council's policies on Equalities, SEND and Inclusion.

Safeguarding:

- To safeguard and promote the welfare of children and young people
- To fully implement school policies and the staff code of conduct
- To know and fully implement the policies and procedures relating to safeguarding and child protection
- To raise any concerns about poor or unsafe practice in regard to children in a timely manner and in accordance with agreed whistle-blowing procedures

Support to the School

- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Note:

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a busy and growing school which requires flexibility in all of its employees.

The Headteacher has a responsibility to revise and amend all job descriptions, as necessary. This will normally be by consultation and agreement with the postholder and, to this end, all job descriptions will be kept under regular mutual review.

This job description was agreed between _____ and Sarah Bentley
(Headteacher)

Signed..... (Cleaner)

Signed.....(Headteacher)

Date.....

Person Specification

| Personal Attributes required | Essential (E) Desirable (D) |
|---|--------------------------------|
| Experience | |
| Experience of working as a cleaner | D |
| Experience of using powered equipment (e.g. floor buffer) | D |
| Knowledge/skills/abilities | |
| Ability to work as part of a team | E |
| Flexible attitude to work | E |
| Ability to work in an organised and methodical way | D |
| Awareness of Health & Safety issues | D |
| Awareness of CoSHH | D |
| Good interpersonal skills | E |
| Positive approach to customer care and service delivery | E |
| Commitment to undertaking relevant training and development | E |
| Other | |
| Willingness to work occasionally outside of contracted hours (<i>e.g Parents' evenings, summer clean etc</i>) | D |

The person appointed to this post will:-

- Be totally committed to the safeguarding and welfare of children
- Work in accordance with the school's policies including Health & Safety
- Be capable of maintaining high standards of work at all times
- Be committed to being part of a team but be able to show initiative and be capable of working unsupervised when appropriate
- Be honest, reliable and trustworthy
- Be open and frank and not afraid to ask for guidance and help when it is needed
- Be capable of building excellent relationships with others
- Be prepared to work hard and to discuss issues which arise from work
- Have plenty of energy and enthusiasm and the ability to maintain a sense of humour and perspective when things get tough!
- Be calm, precise and patient when dealing with others, including students
- Be punctual to work and have an excellent attendance record
- Be committed to professional self-improvement both by In Service Training and "learning on the job"
- Be an excellent role model for young people