

## Job Description

School/College:	West Norfolk Academies Trust Based at Springwood High School
Job Title:	Part-Time Cleaner
Grade:	Scale A Pt 6 (£8.50/hour)
Hours / Weeks per Year:	Fixed Term, temporary contract, initially for 3 months. Working 4 hours a day (20hrs/week, Monday – Friday) Term Time + 6 weeks
Responsible to:	Cleaning Supervisor, Facilities Manager and Headteacher
Key relationships/Liaison with:	Housekeeping Staff
Job Purpose:	Cleaning a designated area of the school to the standard laid down by the school

### How to Apply

To apply for this post please complete a letter of application expressing why you are interested in the post and why you are the ideal candidate. This letter should be sent to [recruitment@westnorfolkacademiestrust.co.uk](mailto:recruitment@westnorfolkacademiestrust.co.uk). It can also be dropped into the HR Office, or it can be posted to the HR Department, West Norfolk Academies Trust, Springwood High School, King's Lynn, Norfolk, PE30 4AW by the closing date.

### Closing Date: Tuesday 11<sup>th</sup> December, Noon

Springwood High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references and ensures compliance with the DBS process.

### Key Responsibilities

- Daily cleaning tasks to include emptying bins, wiping desks, vacuuming, mopping, buffing, washing surfaces and cleaning toilet areas
- General cleaning tasks as required
- To provide relief cover during times of staff absence

## **1 MAIN PURPOSE OF THE JOB**

- 1.1 To clean a designated area of the school, as directed by the Cleaning Supervisor
- 1.2 General cleaning tasks as required
- 1.3 To provide cover during times of staff absence

## **2 ORGANISATIONAL RELATIONSHIPS**

- 2.1 To work under the direction of the Cleaning Supervisor

## **3 PRINCIPAL ACCOUNTABILITIES/ACTIVITIES**

- 3.1 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
- 3.2 To replenish sanitary materials (toilet paper, paper towels and soap)
- 3.3 To periodically clean the store rooms in the designated areas
- 3.4 To ensure the cleaning equipment is kept in clean and working order
- 3.5 To report any issues and concerns to the Cleaning Supervisor
- 3.6 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
- 3.7 To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.)
- 3.8 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

This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

## PERSON SPECIFICATION

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

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Previous cleaning experience would be preferred.		✓	Appl/Int/Ref

<b>Skills, Attributes and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
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.		✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Ambition for self and others		✓	Appl/Int/Ref
Genuine concern for others		✓	
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
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