

Cleaner



Application Pack



Could you be the next member of the Preston family? ...

## Cleaner

**Band C Scale Point 3**

**£5601**

**Required from November 1<sup>st</sup> 2021 or as soon as possible thereafter**

**Part time (12.5 hours per week)**

**Permanent – Term Time Only plus 8 days**

Are you looking for a new and exciting opportunity? Do you have a genuine desire to make a difference to the children of Stockton? If so, Preston Primary School may just be looking for you...

Preston Primary School is situated on the outskirts of Eaglescliffe and has an outstanding reputation within the local community and further afield. We are a one form entry school with an additional base for children with hearing or visual impairments.

We need someone with high standards who loves to clean and takes genuine pride in making our school a clean and tidy work environment. In return, we can promise a school full of amazing children, a genuine staff team and a well-resourced environment. You will part of team of cleaners and liaise with the school administrator to ensure we have the best school environment we can. In return you will join an amazing team of people who are passionate about giving our children the best start to their educational journey.

If you think you'd like to work with us, please read the job description and complete an application form, found on the school webpage at <https://www.prestonprimary.co.uk/vacancies/>

Applications should be returned to school by post or emailed to [enquiries@prestonprimary.co.uk](mailto:enquiries@prestonprimary.co.uk)

Important dates:

<b>Closing date:</b>	Friday 15 <sup>th</sup> October – 9am 2021
<b>Shortlisting date:</b>	Friday 15 <sup>th</sup> October 2021
<b>Interview date:</b>	Wednesday 20 <sup>th</sup> October 2021
<b>Start date:</b>	1 <sup>st</sup> November 2021 or as soon as possible thereafter

If you are not contacted by Monday 18<sup>th</sup> October, please assume that you have not been shortlisted on this occasion.

In line with Lingfield Education Trust's Recruitment & Selection Policy, please note that we are unable to accept CVs – the full application form must be completed and any information provided on CVs will not be considered for short-listing purposes.

This post is not open to job share.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Further details are available from Mrs. Sue Richardson, Headteacher of Preston Primary School, or Mrs. Fran Brown, Administrator. Please call 01642 784735 for an informal discussion.



## Job Description

<b>POST TITLE :</b>	<b>Cleaner</b>
<b>GRADE :</b>	<b>Band C Scale Point 3 £5601</b>
<b>JOB PURPOSE :</b>	<b>Under the direct instruction of the Head Teacher, Site Supervisor and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.</b>

### MAIN DUTIES/RESPONSIBILITIES

#### Professional Duties

Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them).

1. Carry out cleaning within the school environment, wiping down surfaces, vacuuming carpeted area, dusting surfaces, sweeping hard surfaces to the required standards and emptying bins (please note that this list contains examples only and is not exhaustive).
2. Cleaning toilets, basins and sinks to the required standards
3. Clean using a mop and bucket floor areas, and buff floors
4. Deep clean duties undertaken a number of times per year which could include the use of step ladders to clean up to a height of 11 feet
5. Ensure correct materials are used, awareness of COSHH as it applies to schools and notify supervisor where stocks are low
6. Follow agreed risk assessments at all times including when moving furniture etc to clean
7. Ensuring cleaning materials are safely stored, and are not accessible to children
8. Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
9. Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)
10. Participate in training and other learning activities as required
11. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
12. Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory



13. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
14. Contribute towards the developing ethos of Preston Primary School.
15. To comply with wider Trust policies and procedures as well as Health and Safety policies, organisations statements and procedure, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the School may determine.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please note that whilst the position is based at Preston Primary School, the Trust reserves the right to direct its staff to work across the Trust family of schools, if required.

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.**



## Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	<ul style="list-style-type: none"> <li>Willingness to improve basic skills and participate in an induction program</li> </ul>	AF/I/R	D1	<ul style="list-style-type: none"> <li>COSHH training</li> </ul>	AF/I/R/C
	E2	<ul style="list-style-type: none"> <li>Willingness to participate in training and development opportunities</li> </ul>	AF/I/R	D2	<ul style="list-style-type: none"> <li>Health &amp; Safety training</li> </ul>	AF/I/R/C
				D3	<ul style="list-style-type: none"> <li>The Support Work in Schools VQ (SWIS)</li> </ul>	AF/I/R/C
				D4	<ul style="list-style-type: none"> <li>NVQ Level 1 in Cleaning</li> </ul>	AF/I/R/C
<b>Experience &amp; Knowledge</b>	E3	<ul style="list-style-type: none"> <li>Experience of working as part of a team</li> </ul>	AF/I/R	D5	<ul style="list-style-type: none"> <li>Previous cleaning experience</li> </ul>	AF/I/R
	E4	<ul style="list-style-type: none"> <li>Ability to work as a team member</li> </ul>	AF/I/R	D6	<ul style="list-style-type: none"> <li>Ability to use heavy cleaning equipment, e.g. buffer</li> </ul>	AF/I/R
	E5	<ul style="list-style-type: none"> <li>Ability to work to deadlines</li> </ul>	AF/I/R	D7		
<b>Personal Attributes:</b>	E6	<ul style="list-style-type: none"> <li>Pleasant and friendly manner</li> </ul>	I/R			
	E7	<ul style="list-style-type: none"> <li>Polite and punctual</li> </ul>	I/R			
	E8	<ul style="list-style-type: none"> <li>Reliable</li> </ul>	I/R			
	E9	<ul style="list-style-type: none"> <li>Commitment to achieving high standards of cleanliness and hygiene</li> </ul>	AF/I/R			
	E10	<ul style="list-style-type: none"> <li>A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	AF/I/R			



Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference

