



About the role

We are excited to be recruiting for a reliable and committed cleaner to join our busy and vibrant team to support the day-to-day running of the school.

Working with our team, the hours are Monday – Friday 15:30-18.00 (12.5 hrs per week), term time only (38 weeks per year) with the opportunity for occasional holiday cleaning if required during the holidays. Experience of cleaning in a non-domestic environment would be beneficial.

Andrews Lane Primary School is a busy and friendly one-form-entry school with over 150 children on role.

The school is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.

We regret that we can only take applications through Teach in Herts using the set application form and not into the school/email directly.



SCHOOL CLEANER JOB DESCRIPTION

Reporting to: Cleaning Supervisor, Site Manager

Pay Grade: HB, point 1

Salary: £22,366 Full Time Equivalent, £6,318 actual

Hours per week: 12.5 hours per week

Hours per day: Monday to Friday, 15:30 -18:00

Location: Andrews Lane Primary School

Contract: Permanent, 38 weeks term time only with occasional holiday cleaning

The School Cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. The purpose of this role is to provide a high standard of hygiene and cleanliness throughout the school.

Main Responsibilities:

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards, for example:
 - Vacuuming carpeted areas and mopping floors
 - Sweeping uncarpeted areas
 - Emptying waste into bins
 - Cleaning desks, seats and skirting boards
 - Cleaning toilet areas and replenishing toiletries
 - Cleaning doors and windows
 - Checking stock levels of cleaning materials
 - Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
 - Reporting all defects/hazards immediately to the caretaker or supervisor
 - Liaise with Supervisor, Site Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets where required
 - Ensure Health & Safety, quality and general procedure compliance
 - Work as part of a team and support other members of the cleaning team to meet standards and school objectives



- To adhere to any work place or site specific risk assessments and action where appropriate
- Lock up the school and set the school alarm system
- Follow safeguarding procedures and promote the welfare of children and young people in all aspects of your role.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary



PERSON SPECIFICATION

Spec	Essential	Desirable
Knowledge	<p>Working to deadlines</p> <p>Knowledge of cleaning best practises</p> <p>Awareness of safeguarding</p>	<p>Experience of cleaning in a non-domestic environment would be beneficial but not essential as full training will be provided.</p> <p>Knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials</p> <p>Safeguarding level 1</p> <p>Manual Handling/ First Aid trained</p> <p>Knowledge of COSHH and the safe use of chemicals</p>
Character/ attributes	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Time management and multitasking</p> <p>Ability to work as part of a team and independently</p> <p>Reliability</p> <p>Ability to act on own initiative, dealing with any unexpected problems that arise</p> <p>Build positive relationships both in, and out the team</p>	<p>Take a full active part in school life</p>

