

BECCLES HIGH SCHOOL JOB DESCRIPTION

CLEANER

Line Manager's job title:	Headteacher
Salary:	Points 2 of the Support Staff Scale FTE £23,656 per annum Pro rata £8,844 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 4 weeks
Hours per week:	15 Hours per Week

THE POST

Beccles High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **Cleaner**.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a **Cleaner** are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;

- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

Role: Cleaner		
Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Educated to GCSE level; effective oral/written communication skills and numeracy; 	✓	
<ul style="list-style-type: none"> • Knowledge of cleaning products and their uses 	✓	
<ul style="list-style-type: none"> • Experience of working or studying in an education environment; 		✓
<ul style="list-style-type: none"> • An understanding of cleaning processes. 	✓	
<ul style="list-style-type: none"> • An understanding of the health and safety risks associated with cleaning processes and products 	✓	
Skills and Attributes	Essential	Desirable
<ul style="list-style-type: none"> • Ability to work under pressure 	✓	
<ul style="list-style-type: none"> • Ability to clean, stock and supply designated facility areas (including dusting, sweeping, vacuuming, mopping etc.) 	✓	
<ul style="list-style-type: none"> • Good communication skills are required for liaising with colleagues 	✓	
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> • Accuracy and attention to detail; 	✓	
<ul style="list-style-type: none"> • Willingness and ability to be flexible 		✓
<ul style="list-style-type: none"> • Highly organised with good timekeeping; 	✓	
<ul style="list-style-type: none"> • High levels of discretion, integrity and approachability; 	✓	
<ul style="list-style-type: none"> • Flexible and collaborative. 	✓	
Safeguarding		
<ul style="list-style-type: none"> • Evidence of a commitment to promoting the health, welfare and safeguarding of children. 	✓	

JOB SPECIFICATION

Standards of Cleanliness

- Undertaking the highest standards of cleanliness when cleaning the following areas / ways in the school:
- Vacuum cleaning hard and soft floors;

- Mopping and spray cleaning hard floor surfaces;
- Cleaning hard floors using a scrubber dryer machine
- Spot cleaning of spillages;
- Furniture, ledges, pipes, paintwork, doors and walls;
- Toilets and hand basins, wiping tiles and polishing mirrors;
- Replenishing janitorial supplies in toilets etc.;
- Emptying and cleaning bins;
- Polishing/cleaning glass.

Health and Safety

- Swift reporting of any hazards or defects to the Caretaker or Site Manager;
- Be familiar with and adhere to COSHH requirements;
- Take reasonable care of your own health and safety and that of others and be familiar with, and adhere to the Trust's Health and Safety Policy;
- Operating cleaning machinery as trained.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 4 weeks
Hours per week	15 Hours per Week
Normal working Pattern	Monday-Friday 16:00pm – 19:00pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points **2** of the Support Staff Salary Scale
- FTE Salary: **£23,656** per annum
- Pro rata salary: **£8,844** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.