**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Heacham Infant and Nursery Infants** |
| **Job Title:** | **Part Time Cleaner** |
| **Grade:** | **Scale A, Pt 6 (£8.50/hour)** |
| **Hours/weeks:** | **3 hours per day, 15 hours per week, 38 weeks per year (term time only)** |
| **Responsible to:** | **Cleaning Supervisor, Facilities Manager and Headteacher** |
| **Working With:** | **Caretaker** |

**Purpose of the Job**

Cleaning a designated area of the school to the standard laid down by the school.

**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 replenish sanitary materials (toilet paper, paper towels and soap).
* To periodically clean the store rooms in the designated areas.
* To ensure the cleaning equipment is kept in clean and working order.
* 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.
* To be aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).
* To report any issues and concerns to the Caretaker.
* To provide relief cover during times of staff absence.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

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.

The Trust 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 DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications/Training** | **Essential** | **Desirable** | **How assessed** |
| Good numeracy/literacy skills |  | **🗸** | Appl/Int |
| GCSE, or equivalent, in Maths and English |  | **🗸** | Appl/Int |
| Specific training in specialist area |  | **🗸** | Appl/Int |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Previous cleaning experience |  | **🗸** | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| An awareness of Health and Safety issues and requirements |  | **🗸** | Appl/Int/Ref |
| Efficient, self-motivated and adaptable | **🗸** |  | Appl/Int/Ref |
| Ability to work to deadlines | **🗸** |  | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities** | **Essential** | **Desirable** | **How assessed** |
| Ambition for self and others |  | ✔ | Appl/Int/Ref |
| Genuine concern for others |  | ✔ | Appl/Int/Ref |
| Decisive, determined and self-confident | ✔ |  | Appl/Int/Ref |
| Integrity, trustworthy, honest and open | ✔ |  | Appl/Int/Ref |
| Accessible and approachable | ✔ |  | Appl/Int/Ref |
| Excellent attendance and punctuality | ✔ |  | Appl/Int/Ref |
| Excellent interpersonal skills | ✔ |  | Appl/Int/Ref |

Appl = Application form Int = Interview Ref = Reference