**[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:** | **Smithdon High School part of West Norfolk Academies Trust** |
| **Job Title:** | **Cleaner** |
| **Grade:** | **Scale A Pt 1 (£9.00/hour) (£17,364 FTE per annum, based on a 37 hour week – please note that salary will be pro rata)** |
| **Hours/weeks:** | **25hrs/week, 44 weeks/year (Term Time + 6 weeks)** |
| **Responsible to:** | **Facilities Manager / Cleaning Supervisor** |
| **Working With:** | **Cleaning Supervisor**  **Facilities Manager**  **Headteacher** |

**Purpose of the Job**

The main purpose for this role is to clean a designated area of the school, as directed by the Cleaning Supervisor in accordance with the practices and procedures of 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 provide relief cover during times of staff absence
* 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 report any issues and concerns to the Cleaning Supervisor
* 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 fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.)
* 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

**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 & English |  | **🗸** | Appl/Int |
| Specific training in specialist area |  | **🗸** | Appl/Int |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| 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. |  | **🗸** | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ability to complete tasks speedily and accurately | **🗸** |  | Appl/Int/Ref |
| Ability to communicate effectively with colleagues, staff | **🗸** |  | Appl/Int/Ref |
| Ability to work either alone or as part of a team | **🗸** |  | Appl/Int/Ref |
| Ability to complete all necessary documentation | **🗸** |  | Appl/Int/Ref |
| Integrity, trustworthy, honest and open | **🗸** |  | Appl/Int/Ref |
| Attention to detail | **🗸** |  | Appl/Int/Ref |

|  |  |  |
| --- | --- | --- |
| Appl = Application form | Int = Interview | Ref = Reference |