



Cleaner

Springfield Junior School

12.5 hours per week, 39 weeks per year

Permanent

Springfield Junior School have three available vacancies for cleaning staff at our friendly and inclusive school in Swadlincote.

The successful candidates will be required to undertake a variety of cleaning duties across the school, working as part of a team to ensure classrooms and the wider school environment are clean and tidy ready for the next day's learning.

Hours of work will be Monday to Friday 3.30pm to 6pm

Visits to school are welcome and will be held after school – please email [info@springfield.derbyshire.sch.uk](mailto:info@springfield.derbyshire.sch.uk) to arrange a mutually convenient time.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

**Closing date for applications: Wednesday 10<sup>th</sup> November 2021**

**Provisional Interview date: Monday 15<sup>th</sup> November 2021**

**Actual Salary: Scale 2, point 4 £18,933 FTE per annum (prorated £5,403 per annum)**

**Potential Start date: ASAP**



## Job Description

**Job Title:** Cleaner

**Hours:** 12 ½ hrs per Week – Monday to Friday 3:30pm - 6pm

**Role:**

The successful candidate will become a valued member of the school's team and will be responsible for creating a welcoming environment for staff, students, and visitors by contributing to the cleaning of the school and ensuring that it reflects the high expectations and standards of hygiene and cleanliness for the site.

### **PERSONNEL RESPONSIBILITY:**

Responsible to: Head teacher

Liaising with: Caretakers and other cleaners

### **Key Responsibilities**

- Thoroughly clean all toilets within the school
- Mop the floor around the toilets and clean the basins, ensure that the floor is not left too wet
- Replenish the paper towels & toilet paper in all toilets when necessary
- Vacuum carpeted areas in classrooms, offices, library, corridors, and the staffroom
- Mop wet areas in staffroom and classrooms
- Sweep the hall floor and mop
- Clean and wipe all table-tops, sink areas and work surfaces (This includes kitchen worktop, sink area and table in the staffroom, laundry, and kitchen)
- Empty waste bins
- Dust skirting boards, tables, plugs, light switches, heaters, cupboard tops, teacher's desks and shelves
- Wipe down windowsills and ensure that all windows are clean
- Knowledge of COSHH and the safe use of chemicals

### **Non cleaning tasks**

- Support the security, appearance and safety of the classrooms e.g closing windows and blinds, taking items of clothing to Lost Property
- Lifting and carrying as necessary eg moving chairs to another room
- Maintaining stock and liaising with caretakers and office staff to re-order

- Reporting any health and safety or maintenance issues to the caretakers and/ or Headteacher

### **Other Responsibilities**

- Adhere to existing working practices, methods, procedures, undertake any relevant training and development activities and to respond positively to new and alternative systems
- Using information technology and associated systems in accordance with QEGSMAT and school policies
- Co-operate with QEGSMAT in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- Carry out the duties and responsibilities of the position in compliance with DCC and school equal opportunities policy
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
- Contribute towards the overall ethos, work and aims of the school
- Demonstrate the ability to act on their own initiative and manage time effectively

### **Additional Information**

- Holidays to be taken during school holiday periods
- Any damage to equipment or unsafe items to be reported to site supervisor immediately



**Springfield Junior School**

**Cleaner - Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic Numeracy and Literacy skills</li> <li>• Knowledge of COSHH and the safe use of chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• Health &amp; Safety at work qualification</li> <li>• Driving License</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role</li> <li>• Good understanding of health and safety policy and procedures including safe work practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of cleaning in an educational/commercial/ industrial background</li> </ul>
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of young children and young people</li> <li>• Understanding the importance of confidentiality</li> <li>• Knowledge of health and safety regulations and safety rules</li> <li>• Understanding of the importance of following Risk Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school policies and their impact on the day to day running of the school</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Be enthusiastic, reliable, and flexible (available for work at short notice if required)</li> <li>• Work as part of a team and on their own initiative</li> <li>• Be patient and remain calm in a crisis</li> <li>• Respect confidential information and follow safeguarding procedures</li> <li>• Undertake appropriate training as required</li> <li>• Take pride in a job well done</li> <li>• Have good time management skills and the ability to multi-task</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Qualification/Health and Safety qualification in Caretaking/Cleaning</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Able to communicate well with staff and children</li> <li>• Self-motivated and enthusiastic</li> <li>• Effective team worker</li> <li>• Be physically capable</li> </ul>	

	<ul style="list-style-type: none"><li>• Able to use initiative and be adaptable e.g. clean a different area</li><li>• Be professional, discrete, and confidential</li></ul>	
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