



## **2 Cleaners – No Agency Applicants**

**Salary: Grade 1 - Sp. Pt. 7-11**

**£6831.42-£6941.14 inclusive (Hourly rate £13.00-£13.32)**

**Hours: 2 hours a day (10 hours a week) 3.30 pm - 5.30 pm.**

**Annual leave 24 days (48 hours)**

**Line manager: Facilities Manager**

St. Ann's School

Springfield Road

Hanwell

London W7 3JP

Tel: 020 8567 6291

Fax: 020 8840 4664

Email: [adminmail@st-anns.ealing.sch.uk](mailto:adminmail@st-anns.ealing.sch.uk)

Head Teacher: Mr Timmy Holdsworth

St Ann's School is the London Borough of Ealing's only Special Secondary High School for young people aged 11-19 years with Autistic Spectrum Disorders, Profound and Multiple Learning Difficulties and complex Severe Learning Difficulties. There are currently 115 students on roll.

In March 2023 St. Ann's was judged by Ofsted to be Outstanding in terms of Overall Effectiveness and Outstanding in each of the five categories.

St Ann's is proud to be a UNICEF Rights Respecting School and the whole school community actively promotes the rights of all young people as outlined in the United Nations Charter on the Rights of the Child.

### **Main Purpose of the Job:**

- To clean designated areas of the school to the highest possible standards.
- To be responsible for promoting and safeguarding the welfare of students within the school.

### **Duties and Responsibilities:**

To undertake the cleaning of designated areas of the school and in the designated time.

To use cleaning materials as instructed by the appropriate person in charge. To inform the appropriate person of any cleaning material requirements or problems with equipment.

To operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners, polishers/buffers, carpet cleaning and upholstery cleaning.

To ensure that all cleaning materials are stored appropriately and risk assessments are understood.

### **Duties will include:**

- Spot cleaning of spillages
- Wiping, polishing and dusting of designated areas
- Emptying and cleaning bins. Removal/Disposal of sealed clinical waste bags. Ensuring cardboard, paper and plastic are recycled in appropriate bins provided on site.
- Cleaning toilets/wet change areas/hydropool/sensory integration room/calm room/sensory theatre, including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Straightening furniture and general tidying up of designated areas
- Replenishing supplies i.e. soap/paper towels/toilet tissue in toilets/wet change areas
- Ensuring that the outside bin area is closed each night and bin lids are closed
- Checking and closing windows and doors, switching off lights after work
- Switching off and cleaning Clevertouch screens or report to Caretaker to switch off
- Report all defects/hazards to line manager



During periods when the school is closed, cleaning duties may vary throughout the school e.g. summer cleaning programme.\*

To work as part of a team and ensure all relevant tasks are completed in the allotted time.

To undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows e.g. sweeping covered walkways

To adhere to all the agreed school policies.

To actively participate in any appropriate training.

To adhere to all aspects of the school's health and safety policy.

To uphold and promote all aspects of the school ethos policy.

To carry out job responsibilities with due regard to the Council's Equal Opportunity Policy.

\*School premises are sometimes closed for 2 weeks during each summer holiday. Cleaners are therefore expected to work their hours during the weeks prior to the closure to make up the time. Holiday working is in liaison with your line manager and to meet the needs of the school.

We have a clear commitment to safeguarding and promoting the welfare of children and young people. The Successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as the Criminal Records Bureau). Further information can be found at [www.gov.uk](http://www.gov.uk)

**Closing date:** Application forms to be submitted to the school by midday Monday 25<sup>th</sup> September 2023

**Short listing date:** Tuesday 26<sup>th</sup> September 2023

**Interview date:** Friday 29<sup>th</sup> September 2023

School name  
St. Ann's School  
Springfield Road  
Hanwell  
London W7 3JP  
Telephone number 020 8567 6291  
Fax number 020 8840 4664

**Headteacher:** Timmy Holdsworth

Number of students on roll: 115