



Cleaner

Springfield Junior School

12 hours 30 minutes per week, 39 weeks per year

Monday to Friday – 3.30pm – 6.00pm

Permanent

Scale 2 -£23,114 FTE (£6,624 Pro rata)

QEGSMAT are seeking to appoint an enthusiastic cleaner to join our hardworking and high achieving team at Springfield Junior School, Swadlincote.

Springfield Junior School is proud of our inclusive school and are keen to find an enthusiastic and positive individual who will fit into our hardworking and friendly cleaning team.

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.

Springfield Junior School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.

- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also 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 and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. please call 01283 217855. Further details about our school can be found on our website: <https://springfield.derbyshire.sch.uk/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications:	14th December 2023 @ midnight
Interview date:	19th December 2023
Salary:	Scale 2 -£23,114 FTE (£6,624 Pro rata)
Potential Start date:	ASAP



Job Description

Job Title:	Cleaner
Reporting to:	Headteacher
Liaison with:	Caretakers and other cleaners
Scale:	Scale 2 -£23,114 FTE (£6,624 Pro rata)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

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 e.g. 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

These are broad descriptions of the types of duties and activities expected, they are not intended to provide an exhaustive list, therefore the postholder will be expected to carry out any other duties that may reasonably be regarded as within the nature of the responsibilities and grade of this post.



Person Specification

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

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