Harewood Primary School

Cleaner

Pay Scale: Scale Point C (Actual Salary: £7,799.88 per annum)
Contract: Permanent | 12.5 hours per week | Term Time only plus 5 PD days
Hours of work: Monday to Friday, 15:00pm- 17:30pm
Required As soon as possible

www.harewoodprimary.org.uk
01642 355425

We are seeking to appoint a Cleaner to support our established team here at Harewood Primary School.

Harewood Primary School is seeking to appoint a cleaner who is reliable, friendly, with a positive attitude. Our school environment is a very caring, nurturing one in which the child is at the center of everything we do. You will be joining a school with a strong commitment to providing the very best for all of our children. The successful candidate will:

- Is a team player but able to use your own initiative;
- Work collaboratively with a committed team of staff and governors, parents and the wider community;
- Go the extra mile for the benefit of our children;
- Can have good relationships with others;
- Have a flexible approach to work and hours;
- Can deliver to required standards;

Our school offers:

- Delightful children, experienced and effective staff, supportive parents and enthusiastic governors;
- Modern facilities in a spacious environment;
- A strong sense of community and family atmosphere.
- An opportunity to work in a school with high expectations and the capacity for continued further improvement.

An application pack is available in an electronic format via the school website. All applications should be returned via the school email: admin@harewood.lingfieldtrust.org.uk

There are currently several vacancies available at the school. If you would like to apply for multiple roles, please submit a single application form and clearly state all the positions you wish to be considered for.

Closing Date for Application: Monday 9th November 9am
Interview Date: Thursday 12th November

JOB DESCRIPTION

POST:	**Cleaning Operative**
GRADE:	SCP 3
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	None
JOB PURPOSE:	To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Main Responsibilities

- To clean all allocated areas, as instructed by the Caretaker, which may include any or all of the following ;
    - Toilets and washrooms
    - Offices, classrooms and meeting rooms
    - Corridors and walkways
    - School Halls
    - Doors, windows and sills to a safe reachable level

    (Please note this list is not exhaustive)

    Cleaning duties and areas are not fixed and maybe subject to change from time to time with other cleaners.

- To respond to communication with customers / clients and colleagues.
- To ensure that a high standard of work is maintained in accordance with Quality Systems
- To comply with Health and Safety policy and systems, including COSHH regulations.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Any other duties of a similar nature related to the post which may be required from time to time.

Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. *These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.* **PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.** The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Harewood Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	=

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Cleaning Operative

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Experience & Knowledge	• Previous cleaning experience in either industrial or contract setting (AF, I, R) • Knowledge of Health and Safety practices at work (AF, I, R)
Skills • Good verbal communication skills (I,R) • Experience of working with a range of people (AF,I,R) • Ability to maintain high standard level of cleaning (I,R)	• Previous experience of using a range of different cleaning equipment and tools (AF,I,R) • Manual handling training and experience (AF, C)
Special Requirements • Motivation to work with children (AF,I,R,D) • Ability to form and maintain appropriate relationships and personal boundaries with children (AF,I,R,D) • Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline (AF,I,R,D)	

Key – Stage identified	
AF	Application Form
C	Certificates
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interviews, all appointments are subject to satisfactory reference