



# School Cleaner Application Pack



# Head Teachers Welcome

Dear Applicant,

Thank you for your interest in this post. I hope that you will find our information useful and that you will decide to apply for the post. Hodge Hill College is a dynamic and innovative place to work. It has undergone massive improvements in the last six years during which time our exam results have increased significantly year-on-year and our campus has been transformed. We are a happy, confident school with a track record of innovation. In October 2021, OFSTED endorsed our view that we are a good school. We believe that our potential is far greater and continue to strive to reach this goal.

GCSE results have increased significantly, with a strong performance in all curriculum areas leading to high A8 and P8 scores. If your application were to be successful, you would be joining a creative, professional environment and a team with a strong sense of purpose and commitment to ensure all our pupils achieve. As a new colleague, you can look forward to a strong support network to help you progress in your career.

We want to recruit dedicated, dynamic, committed people, who will help us further improve outcomes for all our pupils. So, if this brief snapshot of the school appeals, and if you think you have what it takes to work with us, we look forward to receiving your completed application form.

If you have not received an invitation to interview within two weeks of the advertised closing date, please assume that an appointment has been made.

Yours faithfully,

Hannah Herrmann

**Headteacher**

# School Cleaner Job Description

## Safeguarding Statement

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

<b>Post Title:</b>	<b>School Cleaner Vacancy</b>
<b>Reporting to:</b>	<b>Building Services Manager</b>
<b>Salary</b>	<b>Grade 1 - £23,656 – 24,027 FTE</b> <b>Actual - £11,209 - £11,557</b>
<b>Working Times</b>	<b>20 hours per week</b> <b>4 hours per day</b> <b>Term Time Only</b>

## 1. Job Purpose

- To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it. This role will also prevent any health and safety risks through maintaining cleanliness of the school.

## 2. Duties and Responsibilities

### General

- Cleaning of premises regularly and equipment, ensuring that the highest possible standards of hygiene are maintained throughout the day.
- To pick up litter around the school especially after break and lunch time.
- To undertake any relevant training as required.
- Report any serious problems/incidents to the building services manager.
- Report any defects and damage to any equipment or furniture to the building services manager.
- Ensure compliance with Health and Safety legislation generally, but also Council and School Health and Safety policies.
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- Cleaning inside windows up to a specified height
- Sweeping and vacuuming floors
- Polishing and dusting surfaces and furniture
- Cleaning toilets according to the school day timings
- Use cleaning materials as appropriate, and according to their instructions for use
- To empty bins and remove rubbish from the premises
- To use power cleaning equipment as directed
- To undertake relevant non-routine cleaning as instructed by the building services manager
- Cleaning up bodily fluids
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
- To assist the Caretaking team with portering tasks and setting up for events when required.

### Specific

- To exhibit willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- To undertake appropriate professional development including adhering to the principle of

- performance management.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To adhere to the ethos of the school:
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parent’s evenings including wearing formal/business attire on occasions

The above mentioned duties are neither exclusive nor exhaustive of the duties and responsibilities of the post holder. The post holder may be required to carry out duties appropriate to their grading as per request of the community sports facilities manager.

**First Aid and Critical Incidents**

- Act as additional Emergency First Aider for the school
- Assist with First Aid/welfare duties,
- Replenish First aid boxes in department
- Assist in the swift and orderly evacuation of the school
- Act as Fire Marshall or Deputy Fire Marshall –including carry registers / emergency equipment/clearing areas (as per the Critical Incident Policy) to the muster point

**Meetings & events**

- Attend and participate in such Staff Meetings / other working groups as are appropriate to the role
- Attend in school and out of hours functions to provide onsite support

**Professional Development**

- Attend and participate in training and staff development programmes as per the school's Staff Development Policy

**Other Duties**

- Be aware of and adhere to school policies and procedures as set out in the staff handbook and other documentation available, including safeguarding, child protection, Health & Safety, Staff code of conduct, data protection etc. reporting any concerns to an appropriate person
- Appreciate and support the role of other professionals
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Any other reasonable tasks commensurate with the role
- This post is one of continuous development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.

Signed: ..... (Line Manager)      Date: .....

Signed: ..... (Job Holder)      Date: .....

*It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.*

**Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff**

# School Cleaner Job Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>Relevant experience of cleaning</li> </ul>	<ul style="list-style-type: none"> <li>Experience with cleaning materials</li> </ul>
<b>SKILLS AND ABILITIES</b> (e.g. written communication skills, dealing with the public)	<ul style="list-style-type: none"> <li>Written communication skills</li> <li>You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process)</li> <li>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.</li> </ul>	<ul style="list-style-type: none"> <li>To work within a team with others if needed</li> <li>Skills at operating vacuums/buffer</li> </ul>
<b>EDUCATION/QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Available for duty as necessary during opening hours of establishment. To be residential where required</li> <li>Ability to discharge manual handling elements of the job with appropriate aids and equipment</li> <li>Acceptable appearance and speech</li> </ul>	<ul style="list-style-type: none"> <li>Pleasant appearance and speech</li> <li>Enthusiastic</li> </ul>

## All offers of appointment are subject to:

- Satisfactory medical clearance. All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- Satisfactory references. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- Confirmation of correct National Insurance number through checks with the relevant government agencies
- Criminal records clearance at the enhanced level
- Eligibility to work in the UK by providing a relevant document as specified by the Asylum and Immigration Act 1996
- Evidence of qualifications outlined on your application form