



## Cleaner

### Grade C SCP 3 (Actual Salary £5,226)

**10 Hours per week (2 hours per day, flexible either 06:00 – 08:00am or between 15:00 – 17:30pm)**

### Permanent, Term Time only + 2 days

At Junction Farm Primary School we respect and value all staff and children as individuals. We are committed to making learning exciting and enjoyable, with the right support and challenge to achieve. We work in partnership with all adults and Trust members, to fulfil our belief that every child should be able to participate in all school activities in an enjoyable, safe environment, protected from harm.

We encourage our children to have a passion for learning by creating an engaging, fun and relevant curriculum. We aim to nurture well rounded, respectful and confident children, who will develop skills for life-long learning. During the curriculum journey, we encourage children to be creative, unique and open-minded.

At Junction Farm Primary School we take our role to prepare our children for life in modern Britain very seriously and ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. We want the children in our care to be independent, respectful of themselves and others in our school, our local community and the wider world. We aim to support and prepare every child to make a positive contribution to our rapidly changing society.

It is intended that through the design and delivery of the curriculum, and as a result of a strong and embedded ethos, that the children at Junction farm Primary School will be STARS.

We have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents

We seek to appoint a Cleaner with a commitment to achieving our high standards of cleanliness and hygiene, with experience of working as part of a team and the ability to work to deadlines. Reporting to the School Caretaker, the position is permanent and is available immediately.

Your key responsibilities will include:

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards



- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet

Application forms and further details are available on the school's website [Junction Farm Primary School](#) please return completed application forms to [Vacancies@vision1590.org.uk](mailto:Vacancies@vision1590.org.uk)

The 1590 Trust are in the process of consulting on the proposal to merge with Vision Academy Learning Trust (VALT) to form Vision 1590 Academy Trust with a proposed merger date of 01 September 2024.

**Closing date: Monday 7 October 2024 at 09:00am**

**Interview date: TBC**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Cleaner
<b>GRADE:</b>	C (SCP 3)
<b>REPORTS TO:</b>	Headteacher/Caretaker
<b>MAIN PURPOSE:</b>	Under the direct instruction of the Headteacher/Caretaker and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

## **TASKS:**

### **RESPONSIBILITIES:**

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet

### **MATERIALS/SUPPLIES:**

- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools

### **HEALTH & SAFETY:**

- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

### **OTHER:**

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Participate in training and other learning activities as required



- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**PERSON SPECIFICATION**

**POST TITLE:** Cleaner

**GRADE:** C (SCP 3)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Basic skills/induction</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• Health &amp; Safety training</li> <li>• The Support Work in Schools VQ (SWIS)</li> <li>• NVQ Level 1 in Cleaning</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous cleaning experience</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team member</li> <li>• Ability to work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use heavy cleaning equipment, e.g. buffer</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Polite and punctual</li> <li>• Reliable</li> <li>• Commitment to achieving high standards of cleanliness and hygiene</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**



**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

## HOW TO APPLY

### To Apply

Application forms and further details are available on the school's website –

[Junction Farm Primary School](#) please return completed application forms to the HR team at [Vacancies@vision1590.org.uk](mailto:Vacancies@vision1590.org.uk)

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

### Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact the School Office Manager 01642 781586 to arrange a convenient time.

### Job Description

Details the main responsibilities for this post and the personal and professional qualities required. These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

### Person Specification

Sets out the criteria to be used for the shortlisting process.

### Confidential References

Two referees should be nominated, including one from your current/most recent employer. Those from an education setting must provide the Headteacher as one of their referees.

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