



# Merridale Primary School

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Headteacher: Mrs Laura Towle

[www.merridaleprimary.co.uk](http://www.merridaleprimary.co.uk)

Date: Tuesday 24<sup>th</sup> October 2023

## VACANCY – SCHOOL CLEANER (COVER – ZERO HOURS CONTRACT)

Hours: zero hours contracted per week. Monday-Friday 5.30am-7.30am **as needed** (52 weeks per year)

Required for: as soon as possible

Pay: £10.50 per hour

We have a vacancy for an enthusiastic, hard-working and flexible cleaner to provide cover as needed to join the team at Merridale Primary School. To apply, please contact the school office for an application form no later than Monday 20<sup>th</sup> November.

The role will involve cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. You will be assigned a cleaning rota with daily, weekly and termly tasks.

The successful candidate will be an enthusiastic and adaptable individual with attention to detail and a professional attitude to their work.

Essential skills and abilities:

- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.
- Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.
- Ability to fulfil their cleaning rota within the required time period to the expected standard.
- Ability to carry out the work under minimal supervision.
- Ability to operate as part of a team or individually.
- Experience of cleaning work or working in a school environment is desirable but not essential
- Good level of English is required

Merridale Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment and the successful candidate will need an enhanced Disclosure and Barring Service (DBS) check, evidence of right to work in the UK and two satisfactory references.

Please see the job description and person specification below.

Yours sincerely

Mrs L Towle  
Headteacher

## **JOB DESCRIPTION**

POST DESIGNATION : SCHOOL CLEANER

RESPONSIBLE TO : HEADTEACHER, SITE MANGER

JOB PURPOSE AND ROLE:

To undertake the cleaning of designated areas, under reasonable direction, within our school site to ensure that they are kept in a clean and hygienic condition.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

#### **1. CLEANING TASKS**

To include cleaning the inside windows and all internal glass.

Emptying waste bins located within school building.

Removal of body fluids from wall tiles and wash handbasins. The cleaning tasks will include polishing, top dressing floors, scrubbing, burnishing, vacuuming, carpet shampooing, dusting, mopping, sweeping, washing and removing rubbish.

#### **2. TASK CARRIED OUT TO:**

Floors, toilets, sinks, windows, doors, walls, radiators, cooker tops, pianos, kitchen units, cupboards, skirting boards, desks, tables, chairs, computers, shower heads.

#### **3. MACHINERY**

The operation of polishing machines, vacuum cleaners, scrubbers, dryers, carpet shampoo machines and the responsibility for the cleanliness of all tools and machinery.

#### **4. TRAINING**

Training will be given in all aspects of the job including the operation of machinery, the safe economical use of cleaning chemicals and materials to ensure that work is carried out in a safe and efficient manner.

#### **5. GENERAL**

To know evacuation procedures in the event of emergencies.

Removal of rubbish to designated area.

#### **6. WORKING PRACTICES**

The post holder must, at all times, take a pride in the school and their own general appearance.

The post holder must comply with the School's Equal Opportunities Policy and Health and Safety Policy.

To co-ordinate a holiday pattern to ensure adequate cover throughout the year as agreed with the Site Manager/Headteacher.

#### **7. OTHER DUTIES**

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post. Allocation of cleaning areas will be reviewed on a regular basis.

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
  
- To adhere to published school policies and procedures.
  
- To attend meetings with line manager.

#### **8. HEALTH AND SAFETY**

The post holder must carry out his/her duties with full regard to the school's Health & Safety procedures.

#### **9. SAFEGUARDING AND CHILD PROTECTION**

School staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the school's Safeguarding and Child Protection Policy, and to report any concerns that they may have regarding a child

or young person's welfare to the appropriate person. A copy of the Safeguarding and Child Protection Policy, can be obtained from the post-holder's line manager.

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IT IS A CONDIITON OF YOUR EMPLOYMENT THAT YOU CONFORM TO THE COUNCIL'S NO SMOKING POLICY.

## **Merridale Primary School**

### **Person Specification**

Job Title: Cleaner

#### Knowledge

1.1 Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution and use of cleaning materials.

#### Experience

2.1 Experience of undertaking a range of cleaning duties is preferred although all training will be provided

#### Skills & Abilities

3.1 Able to clean to a high standard

3.2 Able to effectively communicate with staff and line manager

3.3 Able to understand and respond to verbal and written instructions

3.4 Ability to work flexibly and be prepared to cover for sickness as directed

3.5 Ability to work effectively and supportively as a member of the school team

3.6 Ability to work in an organised and methodical manner

3.7 Ability to act on own initiative, dealing with any unexpected problems that arise

3.8 Ability to demonstrate commitment to Equal Opportunities

3.9 Excellent attendance and punctuality

#### Personal Qualities

4.1 Willingness to clean any area of the school as requested by the Site Manager and/or headteacher.

4.2 Willingness to take personal responsibility for standard of work carried out.

4.3 Willingness to participate in further training and development opportunities offered by the school to further knowledge and skills

4.4 Willingness to maintain confidentiality on all school matters