**JOB DESCRIPTION**

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| **Job Title:** | Cleaner |
| **Salary Range:** | £7.50 per hour £14,468.85 pro rata |
| **Hours:** | 7.5 hours per week (1.5 hrs after school each day plus 45 hours over summer holidays/INSET days) |
| **Base:** | Pensans School |
| **Responsible to:** | Caretaker/ Cleaner in Charge |
| **Direct Supervisory Responsibility for:** | None |
| **Important Functional Relationships: Internal/External** | Internal: Headteacher, School Senior Management Team, Staff, Pupils, Governors.  External: Parents, Cornwall Council Departments, Maintenance contractors, suppliers of goods and services, visitors to the school |

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| **Main Purpose of Job:** |
| * To play a key role as a member of the cleaning team in maintaining the school buildings, grounds and facilities in a clean, safe and hygienic condition under the direction of the Site Supervisor, Premises Manager and Headteacher |

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| **Main Duties and Responsibilities:** |
| * Daily clean a designated area to include cleaning of sanitary ware, sweeping, damp mopping and wiping, dusting, vacuuming, polishing, etc. of all surfaces, including the safe use of appropriate cleaning and powered equipment * To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school at all times * To maintain adequate levels of stock including soap, towels, etc. in the cloakrooms if requested * To empty bins daily, taking all rubbish to a designated central collection point if requested * To observe all health and safety procedures at all times * To report any diffused bulbs, damage to property or other property faults and defects to the Site Supervisor * To participate in major cleaning activities outside of the school term time, including window cleaning if requested, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, doors, window frames, blinds, upholstery, etc. * To assist with moving furniture and other related tasks as required by the Caretaker/ Cleaner in Charge |

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| **General/Other:** |
| To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the trust’s pupils at all times  To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance  To be aware of and adhere to all Trust policies and procedures  To be responsible for your own continuing self-development and attend meetings as appropriate  To undertake other duties appropriate to the post as required |

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| **Person Specification:** | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | None | Good standard of literacy & numeracy equivalent the GSCE grade C  Health and Safety Training/Qualifications  Manual Handling Training/Qualifications | Application |
| **Skills and Experience** | Ability to work on own initiative  Good communication and interpersonal skills  Ability to be a team player  Organisation and time management skills | Previous cleaning experience in a similar environment | Application and Interview |
| **Specialist Knowledge and Skills** | Knowledge of cleaning standards and procedures  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities | Knowledge of equipment maintenance  Working knowledge of Health & Safety at Work Act and COSHH regulations | Application and Interview |
| **Behaviours and Values** |  |  | Application and Interview |

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| **Special Conditions related to the post** |
| ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***  Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:   * Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information * Receipt of two satisfactory employer references one of which must be from your current or most recent employer * Satisfactory verification of relevant qualifications * Satisfactory health check   All new employees will be required to undertake mandatory training required by the Trust. |

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| **How to apply:** | To download an application pack or apply online please visit: www.pensansprimary.co.uk  Please complete an application form in full and return to: Pensans School reception / secretary@pensans.cornwall.sch.uk  Please note that we do not accept CVs. |
| **Contact details:** | Address: Pensans School, Madron Road, Penzance TR20 8UH  Tel: 01736 363627  E-mail: secretary@pensans.cornwall.sch.uk |
| **Closing date:** | Monday 15th May – midday closing date  Please note that if you have not received a reply within 7 days of the closing date you must assume that on this occasion your application has been unsuccessful. |
| **Interview date:** | Thursday 18th May |

To find out further information about our school please visit our website at www.pensansprimary.co.uk