



# St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

## **JOB DESCRIPTION/SPECIFICATION**

### **Job Title: School Cleaner**

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager.

#### **Main Responsibilities**

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- 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.
- Liaise with Business Manager/Site Manager as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance.
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Keep accurate time-sheets for any hours worked over the core hours in this contract and ensure they are signed by the line manager.

#### **Person Specification Knowledge**

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials, (additional training will be provided).

#### **Experience**

- Experience of undertaking a range of cleaning duties.

### **Personal Attributes**

- Willingness to clean any area of the school as requested by the Business Manager/Site Manager.
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge.
- Willingness to maintain confidentiality on all school matters.
- Ability to work effectively and supportively as a member of the school team.
- Ability to work in an organised and methodical manner.
- Ability to act on own initiative, dealing with any unexpected problems that arise.
- Ability to demonstrate commitment to Equal Opportunities.
  - Be aware of Safeguarding instructions provided by school.

### **Job Summary**

Working hours: 15 hours per week for 44 weeks of the year, Monday to Friday term time plus additional school holiday hours.

Working hours: 3pm – 6pm (some flexibility required to meet the needs of school operations.)

### **Contract type:**

Permanent, Part time, Probationary period: All staff subject to up to 12 months.

Starting as soon as possible.

Salary: £9107.43 (actual) Grade 1

Please complete the application form taking care to read the job description and person specification.

All applications to be returned to the School Business Manager, Lesley Thornton by email:

stphilips\_primary\_business@sch.warrington.gov.uk

The closing date for all applications: Friday 25<sup>th</sup> October.

Interviews date to be confirmed.

St Philip's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share his commitment. The appointment is subject to enhanced disclosure by the Disclosure and Barring Service.