

Augusta Close. Darlington, DL1 3HT

Tel: 01325 240499

Email: admin@whinfield.net

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| **POST TITLE :** | **Cleaner 16 hours per week (Permanent)**  (3.15pm to 6.30pm Monday - Thursday & 3.15pm to 6.15pm on Friday) |
| **GRADE :** | **Band 1 (Point 3) £9.62 per hour** |
| **REPORTING RELATIONSHIP** | **Reporting to the Caretaker** |
| **JOB PURPOSE :** | **To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner** |
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The Governors of Whinfield Primary School wish to appoint a **cleaner for 16 hours per week,** whole year to provide effective cleaning and facilities management support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Cleaners perform a key role in our facilities team, supporting the Caretaker by ensuring the building is cleaned to a safe and high standard.

There will be occasions when flexibility and additional hours may be required to accommodate any evening or special events with parents/carers, pupils and staff e.g. parent evenings.

The successful applicant will:

* Have excellent cleaning skills
* Experience of working with a wide range of people
* Have the ability to interpret data and can use the COSHH Risk assessments
* A clear vision and understanding of the needs of a school.
* The ability to undertake moving and handling of physical objects, dynamically risk assessing the weight to ensure safe working practices.
* Be flexible in their approach and work well as part of the team.
* Support the wider aspects of school life.
* Have good written and verbal communication skills, including email and electronic communication.
* Have ideas and, very importantly, a good sense of humour.

Whinfield is an inclusive, caring and friendly school and is committed to equal opportunities. You will join our dedicated, friendly and motivated team who are passionate about delivering a warm and friendly welcome to pupils and parents/carers, as well as enabling our School to continue its journey towards outstanding.

If you feel that you can demonstrate the characteristics and skills we are looking for and hold the relevant qualifications to meets the demands of this post, then we would like to hear from you.

The governors and leaders of Whinfield Primary School recognise and value the exceptional commitment and goodwill all staff bring to our school and offer additional benefits including access to:

* Teachers / Local Government Pension Scheme (school contributes)
* Childcare Voucher Scheme (Darlington Borough Council)
* Subsidised onsite breakfast and after school childcare for working parents with pupils at Whinfield
* Bike to Work Scheme (Darlington Borough Council)
* Secure cycle storage
* Free car parking
* Free wellbeing support and medical treatment (exclusions apply)
* Continuing Professional Development.

**Whinfield Primary School *is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, including a self-disclosure form, references will be sought and successful candidates will be subject to an enhanced DBS check, and other relevant checks with statutory bodies.***

Application packs are available from the school website www.whinfield.net Please return completed applications directly to the School Office admin@whinfield.net Closing Date: 12noon on Friday 18th June 2021.

Interviews will take place remotely using Microsoft Teams

**CLEANER**

**MAIN DUTIES/RESPONSIBILITIES**

* To clean all allocated areas which may include any or all of the following;
  + Toilets and washrooms
  + Offices and classrooms
  + Corridors and walkways
  + School Halls
  + Staffrooms
  + Kitchens
  + *(Please note this list is not exhaustive)*
* To respond to communication with colleagues, pupils and parents
* To ensure that a high standard of work is maintained in accordance with Quality Systems
* To comply with Health and Safety policy and systems, including COSHH regulations
* To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
* The post holder must carry out his/her duties with full regard to the Council’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
* To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
* Any other duties of a similar nature related to the post which may be required from time to time.
* Developing Self and Managing Others
  + Participate and engage in arrangements for induction, further training and professional development including undertaking training and professional development review.
  + Contribute to the Rights Respecting Agenda, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
  + Make a distinctive contribution to the wider school team and continued development of Whinfield.
  + Contribute to the development of collaborative approaches to learning within the school and beyond.
  + Attend meetings as appropriate in support of the school’s aims.
  + Set high expectations for your own performance and that of others.

**PROTECTIVE CLOTHING**: •You will be issued with protective clothing provided by the school i.e. Uniform, overalls, rubber gloves etc and you must wear these items for your protection. You are to be responsible for laundering, repair etc. These will be routinely replaced at the discretion of the school. In the case of body spillages PPE will be supplied.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL COUNCIL POLICIES, INCLUDING THE NO SMOKING POLICY.

IF THE POST IS SUBJECT TO STANDARD OR ENHANCED DISCLOSURE IT MUST BE MENTIONED IN THE JOB DESCRIPTION THAT THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – ALSO PLS MENTION THAT WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Date : June 2021

#### Whinfield Primary School

**Cleaner - Person Specification**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Experience & Knowledge** | E1  E2 | Previous cleaning experience in either industrial or contract setting  Knowledge of Health and Safety practices at work |  |  |  |  |
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| **Skills** | E3  E4 | Good verbal communication skills  Ability to access/use to email. | I, R  AF, T | D3 | Previous experience of using a range of different cleaning equipment and tools | AF,I,R |
|  | E5 | Experience of working with a range of people | AF,I,R | D4 | Manual handling training and experience | AF,C |
|  | E6 | Ability to maintain high standard level of cleaning | I,R, |  |  |  |
| **Special Require-ments** | E7 | Motivation to work with children | AF,I,R,D |  |  |  |
|  | E8 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |  |  |  |
|  | E9 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF,I,R,D |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | CRB Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references, medical clearance and enhanced DBS and other relevant checks with statutory bodies.