



SECKFORD EDUCATION TRUST

SET IXWORTH SCHOOL JOB DESCRIPTION CLEANER

PERMANENT & FIXED TERM, PART-TIME

Line Manager:	Site Manager
Salary:	Point 1 of the SET Support Staff Salary Scale FTE £22,366 per annum

THE POST

Set Ixworth School seeks to appoint a Cleaner

Set Ixworth School is a member of the Seckford Education Trust (SET), led by the CEO.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and previous experience required for a CLEANER are:

JOB SPECIFICATION

Key Responsibilities

Standards of Cleanliness

- Undertaking the highest standards of cleanliness when cleaning the assigned areas in the school;
- Vacuum cleaning hard and soft floors;
- Mopping and spray cleaning hard floor surfaces;
- Spot cleaning of spillages;
- Furniture, ledges, pipes, paintwork, doors and walls;
- Toilets and hand basins, wiping tiles and polishing mirrors;
- Replenishing janitorial supplies in toilets etc.;

- Emptying and cleaning bins;
- Polishing glass.

Health and Safety

- Swift reporting of any hazards or defects to the Caretaker or Site Manager;
- Be familiar with and adhere to COSHH requirements;
- Take reasonable care of your own health and safety and that of others and be familiar with, and adhere to, the Trust's Health and Safety Policy;
- Operating cleaning machinery as trained.

HOURS OF WORK

Paid Weeks per year	42
Working weeks	Term Time plus 4 weeks
Hours per week	15 hours per week
Normal Working Pattern	Monday to Friday 15:30 to 18:30
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during the term-time.

REMUNERATION

Salary Details:

- Point 1 of the SET Support Staff Salary Scale
- **FTE** £22,366 per annum
- **£11.59 per hour**

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn to ensure that students, staff and visitors can identify Set Ixworth School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Set Ixworth School's Performance Management programme.