**JOB ADVERT – SCHOOL CLEANER x 2**

Employer Kingfisher Primary

Salary Living Wage

Working Pattern Permanent

Hours 10 Hours Per Week (either 6.30am – 8.30am or 3.00pm – 5.00pm)

Location Kingfisher Primary, Coventry Grove, Wheatley, Doncaster, DN2 4PY

**Required as soon as possible**

We are looking for a skilled and competent individual to fill the above role within the school.

Application forms, a job description, a person specification and more information about the school are available on the school’s website at www.kingfisherprimary.co.uk.

Closing date is Tuesday 10th April 2018 and interviews will be held week commencing 16th April 2018.

APPLICATIONS SHOULD BE RETURNED DIRECT TO THE SCHOOL.

Either by post to

Mrs Lynne Allen

Office Manager

Kingfisher Primary School

Coventry Grove

Wheatley

Doncaster DN2 4PY

Or by e-mail: [office@astreakingfisher.org](mailto:office@astreakingfisher.org)

**Job Description**

|  |  |
| --- | --- |
| **Job Description for School Cleaner**  Grade: Living Wage  Contract type: 10 hours per week, full time  Contract term: Permanent  Kingfisher is a happy and successful academy where the wellbeing of pupils and families is prioritised. We are looking for an experienced person to join our Premises team.  A full application form is required. CVs will not be accepted. Please contact the School if you require any further information.  Deadline for applications: Tuesday 10th April 2018. Interviews will be week commencing Monday 16th April.  Kingfisher Primary is committed to safeguarding and promoting the welfare of children. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check. | |
| **Reports to:** | Cleaner in Charge |
| **Main Purpose:** | Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification. |
| **Main Activities:** | 1. Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.  2. Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.  3. Locking and unlocking windows and doors as directed.  4. Undertaking training in use of methods, materials and equipment, as instigated by your Supervisor.  5. Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the Site.  6. Replenishing supplies of toiletries, plastic bags etc., as directed.  7. Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.  8. Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.  9. Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.  10. Reporting immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc., in your cleaning area.  11. Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.  12. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.  13. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.  14. Occasional key holding duties which would attract a higher rate of overtime pay.  15. Any other related duties, as directed by your Supervisor. |

**Person Specification**

|  |  |
| --- | --- |
| **Person Specification for School Cleaner** | |
| **Experience:** | • Experience of cleaning in a professional/work environment  • Use of buffing and vacuuming equipment |
| **Qualifications or Training:** | • None - willing to undergo appropriate training |
| **Practical Skills:** | • Ability to understand and comply with work instructions (written and verbal) • Methodical approach to cleaning • Ability to follow manufacturers’ instructions with regard to cleaning chemical usage |
| **Personal Qualities & Attributes:** | • Flexible • Methodical • Practical • Capable of moderate physical activity, i.e. use of buffing and vacuuming equipment • Able to apply Health and Safety Procedures. • Capable and willing to work on own initiative. |
| **Other Essential Requirements** | • Able to deal with all types of cleaning which may involve dealing with excrement and vomit on occasion (suitable protective clothing will be supplied) |