



November 2022

Dear Colleague,

RE : Cleaner (AM) part-time 15 hours: Grade B SCP 4 £21,189 (pro-rata): Term time (39 weeks) plus one week to be worked during school holidays

Thank you for your recent enquiry regarding the above position. I would like to clarify that the advertised salary: Grade B SCP 4 £21,189 is for full-time and therefore the salary for the hours advertised, will be a proportion (pro-rata), of this.

We are seeking to appoint a reliable and enthusiastic individual, able to use their own initiative but also able to work well as part of a team. The person appointed to this position will need to be flexible, well organised and professional and have good communication skills. You will be required to undertake cleaning of the School and associated facilities to ensure they are presented and maintained to a high standard of cleanliness and hygiene in accordance with the School Cleaning Specification. Please see the Job Description and Person Specification for more detailed information.

The role/responsibilities are:

- To undertake individually, or as part of a team, the cleaning of the School and associated facilities to ensure they are presented and maintained to a high standard of cleanliness and hygiene in accordance with the School Cleaning Specification.
- To operate in accordance with the Cleaning Specification and COSHH guidelines, and to ensure the efficient and safe handling and use of chemicals and cleaning materials in accordance with instructions and COSHH Regulations.
- Carry out regular checks for any defects in equipment, machinery and cables reporting any defects to the Site Manager.
- Observe the Council's Health and Safety Policies in accordance with the Health and Safety at Work Act 1974 and take necessary action in any situation likely to cause accident/injury or likely to render the buildings, structure, plant and equipment unsafe.
- Maintain a harmonious working relationship with colleagues and assist the School management to maintain and promote the departmental objectives.
- To be approachable with a flexible attitude to work.
- To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
- To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: jobs@littleover.derby.sch.uk

Closing date for applications : Tuesday 13th December 2022

Interview date to be confirmed

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Please note, school will only contact successful candidates.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,

B Wilson

B. Wilson
Site Manager

JOB DESCRIPTION

POST:	Cleaner (AM)
GRADE:	Grade B SCP 4 £21,189 (pro-rata)
JIQ REFERENCE NO:	S-1004
JOB PURPOSE:	To undertake cleaning of the School and associated facilities to ensure they are presented and maintained to a high standard of cleanliness and hygiene
RESPONSIBLE TO:	Site Manager
WEEKLY HOURS:	15 Hours: Monday – Friday 5.00am – 8.00am
WEEKS WORKED PER ANNUM	40 (39 Term time), plus one week to be worked during school holidays

DUTIES AND RESPONSIBILITIES:

1. To work in accordance of the aims and policies of the school.
2. To undertake individually, or as part of a team, the cleaning of the School and associated facilities to ensure they are presented and maintained to a high standard of cleanliness and hygiene in accordance with the School Cleaning Specification.
3. To operate in accordance with the Cleaning Specification and COSHH guidelines, and to ensure the efficient and safe handling and use of chemicals and cleaning materials in accordance with instructions and COSHH Regulations.
4. Carry out regular checks for any defects in equipment, machinery and cables reporting any defects to the Site Manager.
5. Observe the Council's Health and Safety Policies in accordance with the Health and Safety at Work Act 1974 and take necessary action in any situation likely to cause accident/injury or likely to render the buildings, structure, plant and equipment unsafe.
6. Maintain a harmonious working relationship with colleagues and assist the School management to maintain and promote the departmental objectives.
7. To attend training appropriate to the post and the development of the role.
8. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
9. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within school, undertaking all necessary training.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

Essential criteria:

- Must be able to work on own initiative.
- Mature attitude.
- Ability to deal with pressure.
- Approachable.
- Ability to cover annual leave and sickness.

PERSON SPECIFICATION

CLEANER

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school or similar environment		X
Experience in a similar role		X
Excellent interpersonal and organisational skills	X	
Excellent communication skills, both verbal and written	X	
Ability to work independently as well as within a team	X	
2. Qualifications:		
Knowledge of COSHH		X
City and Guilds (4429) Facilities Services (or NVQ equivalent)		X
City and Guilds (7695) Cleaning Principles (or NVQ equivalent)		X
City and Guilds (7724) Facilities Management Practice (or NVQ equivalent)		X
3. Personal qualities:		
Able to respond positively and calmly with pupils, parents, teachers and support staff	X	
Able to use own initiative	X	
Hands on approach	X	
Ability to deliver quality work with an eye for detail	X	
Flexible attitude	X	
Adaptability to change	X	
Ability to remain calm under pressure and have a sense of humour	X	
4. Other		
Committed to safeguarding and promoting the welfare of students	X	
Be prepared to undertake training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.	X	