

WHITE HOUSE FARM JOB DESCRIPTION

CLEANER

Line Managers job title:	Headteacher
Salary:	FTE £23,656 per annum Pro rata £11,891 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 4 weeks
Hours per week:	20

THE POST

White House Farm is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **Cleaner**.

General Responsibilities

The Cleaner is responsible to the Headteacher for the provision of general Cleaning functions as per the specific responsibilities.

The post-holder will be required to comply with the White House Farm Primary School Code of Conduct for Staff and Volunteers.

White House Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Clean classrooms, including floors, walls, doors tables and chairs;
- Clean corridors;
- Clean toilets;
- Emptying bins and removing rubbish; taking to allocated point;
- Check that your area is safe before leaving;
- Adhere to all cleaning schedules and encourage others to do the same;
- Ensure cleaning cupboards are kept tidy;
- Maintaining cleanliness of cloths and mops;
- Reporting any problems/damages via CISS;
- Promoting Health & Safety within your area;
- Undertake any other reasonable duty as may be delegated.

Other responsibilities

- Locking/unlocking of buildings and facilities;
- Setting/unsetting of anti-intruder alarms and barriers;
- To report any breaches of Health and Safety regulations to the Headteacher or Estate Manager as required and in accordance with the School Health and Safety Policy.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Cleaner 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 experience required of a **Cleaner** are:

- A good level of literacy and numeracy;

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 4 weeks
Hours per week	20 hours
Normal working Pattern	Mon – Tues – 13:30 – 17:50 Wed – Fri – 14:00 – 17:50
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- FTE Salary: **£23,656** per annum
- Pro rata salary: **£11,891** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **22%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

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 at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting 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.