



## Framingham Earl High School

### SCHOOL CLEANER

<b>Line Manager's job title:</b>	Deputy Premises Manager
<b>Salary:</b>	Point 2 of the Support Staff Scale <b>FTE</b> £23,656 per annum <b>Pro rata</b> £14,741 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus 4 weeks
<b>Hours per week:</b>	25

#### THE POST

We are looking for a hard-working, enthusiastic person with high standards and the ability to communicate with others to join our School as a Cleaner.

Framingham Earl High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

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;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

## **JOB SPECIFICATION**

### **General Responsibilities**

The post-holder will be required to comply with the Framingham Earl High School Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 school's program of Performance Management and Continuing Professional Development.

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**

#### **SCHOOL AREAS**

- Ensure all areas (communal areas, classrooms, stairwells and corridors) are cleaned within the allocated times to high standard including;
- Vacuuming, damp mopping, scrubbing and buffing (including /deep cleaning during school holidays);
- Cleaning/dusting furniture, fixtures and fittings;
- Cleaning internal glass;
- Emptying bins and removing rubbish; taking to allocated point;
- Emptying the kitchen waste and wheeled bins;
- Adhere to all cleaning schedules and encourage others to do the same;
- Attend regular meetings with Deputy Premises Manager to go through audits and any matters arising;
- Ensure cleaning cupboards are kept tidy and well stocked;
- Maintain cleanliness of cloths and mops;
- Reporting any problems/damages to Deputy Premises Manager;
- Promote and monitor Health & Safety;
- Ensure all products are clearly labelled and used correctly.
- Check cleaner's standards within your remit, inform manager with any issues.

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 (42 weeks)
Hours per week	25
Normal working Pattern	Monday-Friday 15:30 – 20.30
Unpaid Breaks	30 minutes break where the working day exceeds 6 hours
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.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.
	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
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

### Salary Details:

- Point 02 of the Support Staff Scale
- **FTE** £23,656 per annum
- **Pro rata** £14,741 per annum, including an allowance for holiday pay.

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 22% and employee contributions of 6.5%. 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 work-wear appropriate to the role and protective clothing will be provided by FEHS where appropriate. 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 FEHS 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.