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**

**JOB DESCRIPTION**

**ROSECROFT PRIMARY SCHOOL**

**CLEANER**

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| **Line Manager’s job title:** | Site Manager – Mrs Charlotte Burgess |
| **Salary:** | Point 2 of the Support Staff Scale**FTE** £24,413 per annum**Pro rata** £5,528 - £5,626 per annum, including an allowance for holiday pay |
| **Tenure:** | Permanent  |
| **Contract type:** | Term Time Only |
| **Hours per week:** | 10 hours per week |

**THE POST**

Rosecroft Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 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**.**

**The Post involves working as part of a team to maintain high standards of cleanliness in our school in staff and pupil areas.**

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 Cleaneris responsible for working under the direction of the site manager to clean a designated area of the school. This will involve safe handling of cleaning products and ensuring that all school cleaning processes and procedures are followed.

**Specific Responsibilities**

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.

* To clean a designated area of the school to the standard laid down by the school.
* To replenish sanitary materials (toilet paper, paper towels and soap).
* To periodically clean the store rooms in the designated areas.
* To ensure the cleaning equipment is kept in a clean and working order.
* It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism.
* To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.
* To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).
* To report any problems to the Caretaker.
* To perform such other duties of a like nature as required by the Headteacher.

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 only  |
| Hours per week | 10 hours per week |
| Normal working Pattern | Before or after school day – working pattern to be agreed with site manager |
| Unpaid Breaks | 30 minutes lunch 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 be 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 | Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.  |

**REMUNERATION**

* Points 2 of the Support Staff Salary Scale
* FTE Salary: £24,413 per annum
* Pro rata salary: £5,528 - £5,626 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 **21.30%** (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 ADJUSMENTS – 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 working 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.