



Handale Primary School

West Park Avenue

Loftus

Saltburn-by-the-Sea

TS13 4RL

Tel: 01287 640416

Headteacher: Mrs Nicola Padgett

## **1 x Cleaning Operative**

Pay Scale: Grade A1

(£8,369.40 annual salary) (Term time, plus 5 PD Days - 39 weeks).

Contract: 20 hours per week

**Monday to Friday – 6am – 8am & 3.00pm to 5.00pm**

Permanent

We are looking to recruit a cleaning operative to join our established team. The successful candidate must have good communication skills and the ability to maintain a high standard of cleaning.

The successful candidate must also be reliable, trustworthy, efficient, conscientious and take pride in their work.

The post will be based in Handale Primary School.

Handale Primary School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to DBS checks. Application packs are available to be downloaded from the school website. All completed application packs must be returned directly to the above address or email and marked for the attention of Mrs Kaye Rowe, School Office Manager.

[office@handale.rac.sch.uk](mailto:office@handale.rac.sch.uk)

Closing Date: 4<sup>th</sup> October 2021 @12pm

Interviews: 11<sup>th</sup> October 2021 (am)

OFFICIAL



## HANDALE PRIMARY SCHOOL JOB DESCRIPTION

|                                |                                                                                                                              |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>POST TITLE:</b>             | Cleaning Operative                                                                                                           |
| <b>GRADE:</b>                  | Grade A1                                                                                                                     |
| <b>REPORTING RELATIONSHIP:</b> | Reporting to the Site Premises Manager                                                                                       |
| <b>JOB PURPOSE:</b>            | To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner |

### MAIN DUTIES/RESPONSIBILITIES

1. To clean all allocated areas, as instructed by the Site Premises Manager, which may include the following;
  - Toilets and washrooms to the required standard
  - Sweep, mop and dust offices, classrooms and meeting rooms
  - Vacuuming carpeted areas, wiping down surfaces
  - Emptying bins
  - Mopping floors and using the floor buffer
  - Sweep and mop corridors and walkways
  - Sweep, mop and dust school halls
  - Clean doors, windows and sills to a safe reachable level

(Please note this list is not exhaustive)

Cleaning duties and areas are not fixed and maybe subject to change from time to time with other cleaners.

- To be responsible for and available to open and lock the school building in the event that the Site Premises Manager is absent through sickness or holiday leave.
- Take over duties of the Site Premises Manager, within a reasonable nature, in the event that the Site Premises Manager is absent through holiday leave or short-term sickness.
- To respond to communication with customers / clients and colleagues in a professional and timely manner.
- To ensure that a high standard of work is maintained in accordance with Quality Systems.
- To comply with Health and Safety policy and systems, including COSHH regulations.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

2. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY DBS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME.**

| <b>ESSENTIAL</b>       |              |                                                                                                                           |                                                            |
|------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                        | Criteria No. | ATTRIBUTE                                                                                                                 | Stage Identified                                           |
| Experience & Knowledge |              |                                                                                                                           |                                                            |
| Skills                 | E1           | Good verbal communication skills                                                                                          | Interview/References                                       |
|                        | E2           | Experience of working with a range of people                                                                              | Application Form/interview/References                      |
|                        | E3           | Ability to maintain high standard level of cleaning                                                                       | Interview/References                                       |
| Special Requirements   | E4           | Motivation to work with children                                                                                          | Application Form / Interview /References /Disclosure Check |
|                        | E5           | Ability to form and maintain appropriate relationships and personal boundaries with children                              | Application Form / Interview /References /Disclosure Check |
|                        | E6           | Emotional resilience in working with challenging behaviours and attitudes to use and authority and maintaining discipline | Application Form / Interview /References /Disclosure Check |
| <b>DESIRABLE</b>       |              |                                                                                                                           |                                                            |
|                        | D1           | Previous cleaning experience in either industry or contract setting                                                       | Application Form/ interview/ References                    |
|                        | D2           | Knowledge of Health and Safety practices at work                                                                          | Application Form/ interview/ References                    |
|                        | D3           | Previous experience of using a range of different cleaning equipment and tools                                            | Application Form/ interview/ References                    |
|                        | D4           | Manual handling training and experience                                                                                   | Application Form/ Certificates                             |

**Issues arising from references will be taken up at interview, all appointments are subject to satisfactory pre-employment checks.**