

An Invitation to Join Our Team

A very warm welcome to our lovely school.



Dear Candidate,

Thank you for your interest in our school. Water Orton Primary School are seeking to appoint a cleaner to join our team as soon as possible.

The successful person will work for 6 hours per week in term time with 2 additional weeks to be worked during the school holidays per year. The hours are to be spread over 3 days per week in term time but are flexible and can be discussed on appointment.

The role is advertised at our standard rate and the pro rata salary is approximately £3,350.

There are often opportunities to undertake additional overtime hours in addition to the standard hours.



Water Orton Primary School is an inclusive and nurturing school. It is a happy and caring environment where every individual is valued and where pupils are motivated to achieve their potential. All members of our team are valued and all encouraged to recognise the contribution they make, whatever their role in school.

Based in North Warwickshire we have a striking new school building and school grounds that are full of potential. We have a diverse group of staff and Governors, each with a wide range of skills and expertise, making up a supportive team. They go over and above to provide for all pupils and to care for the whole Water Orton Primary School community. There is always someone who can help you at Water Orton! Our pupils are a privilege to care for and teach because they are happy, polite and very keen to learn. They are proud of their school and want it to 'Be the Best it Can Be.'

Have a look at our website <https://www.waterortonprimaryschool.co.uk/> to get a flavour of our school and to find out what it is like to work at Water Orton Primary School.

Information on How to Apply

To apply for the role of Cleaner at Water Orton Primary School, please complete the attached application form. The closing date for applications **is Monday 3rd February** and interviews are planned to take place during the following week.

Water Orton Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Applications should be sent by e mail to admin2618@welearn365.com.

We very much look forward to hearing from you. Good Luck!

Mrs. Emma Smith

Headteacher

Water Orton Primary School – School Cleaner

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.



POST TITLE: SCHOOL CLEANER JEID REF: A0006

POST LEVEL: Band A BROAD DESCRIPTION

To clean specified areas within the school in accordance with the school's/authority's standards. Work is undertaken under the guidance of the caretaker / cleaning supervisor. Contribute to the school's statutory duty to safeguard and promote the welfare of children.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie, physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving cleaning of buildings

TYPICAL TASKS

Clean toilets, bowls, sinks and basins

Wipe down desks and chairs

Vacuum and tidy classrooms

Wash worktops/tables

Wash/mop/sweep floors and wash wet areas Clean inside glazing

Dust and polish

Use buffer

Strip and reseal floors (occasionally)

Undertake routine maintenance of equipment (eg vacuum bags.)

Empty bins and dispose of rubbish

Ensure safe and effective use and storage of all equipment

Be aware of Health and Safety at Work regulations and COSHH guidelines

Draw to caretaker's attention any problems / issues which may affect the safety or security of the school or its users.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out simple measurements.

No previous experience necessary.

Able to operate equipment and use materials

Understands and can work to procedures, follow straightforward instructions and read labels. Can understand and operate within regulations

Can identify straightforward solutions to simple problems, eg improving working methods, rearranging cleaning schedules

Can exchange straightforward information with colleagues and users

Display commitment to the protection and safeguarding of children and young people Value and respect the views and needs of children

Person Specification

Attributes	Essential/ Desirable	Requirements
Qualifications, Education & Training	E	<ul style="list-style-type: none">• Willing to undertake any in-service training offered which is relevant to the duties of the post, including annual school safeguarding training.
Knowledge & Experience	D	<ul style="list-style-type: none">• Experience of working in a school environment.• Experience of working as a cleaner• Experience in cleaning a school environment
Skills & Personal Qualities	E	<ul style="list-style-type: none">• Ability to work as part of a team and independently when required.• Ability to take pride in cleaning the school and ensuring all school practices are adhered to.• Ability to follow instructions.• Hard worker• Reliable, honest, flexible• Good communication skills.• Enthusiasm.• Ability to respect confidential issues regarding pupils, parents and staff.