



MERRYLANDS

PRIMARY SCHOOL AND NURSERY

Cleaner

Merrylands Primary School, Cumberland Drive, Basildon SS15 6QS

Job Description

Merrylands Primary School has an exciting opportunity for a *Cleaner* to join the team.

The hours will be 6.00pm to 8.30pm, 5 days per week, term time only.

Band 1 Point 6, 12.5 hours per week, Actual Annual Salary £4356

Applications close midnight 18th February 2018. Interview date to be confirmed.

School

Merrylands Primary School and Nursery is located in Cumberland Drive, Laindon, Basildon. We are one of three schools that form the Berlesduna Academy Trust (www.berlesduna.co.uk), where the vision is to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills amongst all pupils, regardless of their social, economic or cultural background.

We are looking for a person who

- An enthusiastic, hardworking and dependable team member who will contribute to the smooth running of the school by ensuring high standards of cleaning.

We can offer you

- An exciting opportunity to work within a forward looking school. Full training and uniform provided.

Application

We strongly advise a visit to the school is made prior to application. Visits can be arranged by contacting Gaynor Collier at admin@merrylands-pri.essex.sch.uk or by phone 01268 417893.

Please take care to complete the application in full as incomplete applications will not be considered.

We reserve the right to close the vacancy early so recommend that you submit your application at your earliest convenience.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All successful applicants will be subject to an enhanced DBS check, medical clearance and satisfactory references. We are an equal opportunities employer.

Should you require any further information or documentation please do not hesitate to contact us.

Job Description

Job Title	Cleaner (Caretaker/Cleaner 'G')
Grade	Band 1 (Mid point)
Reports to	Headteacher/Site Supervisor/Caretaker/Cleaner Supervisor
Responsible for	N/A
Liaison with	Caretaker, Classroom Teachers and Headteacher.
Job Purpose	To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
Duties	<ul style="list-style-type: none"> • To carry out cleaning in all and any areas of the school. • Frequency of cleaning to be undertaken as directed by Procedure Codes. • Assisting with the locking and unlocking of school buildings and rooms. • To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners. • To assist as necessary with the cleaning up after break-in or vandalism at the school. • In emergency situations to assist with the clearing of snow and ice from paths and entries. • To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals. • To notify the Caretaker or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff. • All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

	<p>Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.</p>
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

CLEANER/CARETAKER (cleaner/caretaker 'G')

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	No specific experience required Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use general cleaning products
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role