



Upper Shirley High School  
Bellemoor Road  
Southampton SO15 7QU  
Co-ed Comprehensive (11-16)  
Tel: 023 8032 5333

<b>Post:</b>	Cleaner
Hours per week:	20 hours (4 hours daily)
Daily working pattern:	2pm to 6pm
Working weeks:	39 weeks a year (term time only) plus four additional weeks (February and October Half Term & 2 weeks over the summer)
Grade:	Grade 1
Actual Salary:	£8,808.35 per annum (£17,364 full time equivalent)
Contract term:	Permanent
Start Date:	As soon as possible

We are looking for a hardworking, reliable and trustworthy person to join our friendly and conscientious cleaning team.

The successful candidate must be a team player, willing to work alone and with others, to maintain a clean, safe and pleasant environment in which our students can learn.

We are looking for someone who:

- Has relevant cleaning experience
- Takes pride in their work
- Upholds the highest standards of hygiene and cleanliness
- Is energetic and physically fit in order to carry out a variety of cleaning duties, including vacuuming, mopping, dusting and toilet cleaning.
- Is able to work to a schedule and use their own initiative
- Is practical, flexible and able to adjust to the changing demands of the post

Do you have some cleaning experience?

This is an ideal opportunity for someone to join our thriving school in a part-time, 43 week a year position (39 weeks in term time and 4 weeks in the holidays, working February and October Half Term & two weeks over the summer).

An application pack incorporating a job description, person specification and application form can be downloaded from our website [www.ushschool.org](http://www.ushschool.org) from the 'Staff' section.

Closing date: Tuesday 23<sup>rd</sup> April 2019

Interview Date: To be confirmed

*Our school is committed to safeguarding and promoting the welfare of children and an enhanced DBS will be required for this post.*

## **THE JEFFERYS EDUCATION PARTNERSHIP**

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Trust. At the Hamwic Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

**All schools with the Hamwic Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**

**POST: CLEANER – GRADE 1**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<p><b><u>KNOWLEDGE</u></b></p> <p>Previous experience of cleaning a large building and using industrial powered cleaning equipment</p>	<p>To clean the school to a high standard</p>	<p>Desirable now, but training will be given</p>	<p>4</p>
<p><b><u>MENTAL SKILLS</u></b></p> <p>N/A</p>			
<p><b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b></p> <p>Ability to communicate verbally with work colleagues</p>	<p>To understand work instructions and to maintain working relationships with colleagues</p>	<p>Now</p>	<p>5</p>
<p><b><u>PHYSICAL SKILLS</u></b></p>			

**POST: CLEANER – GRADE 1**

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
N/A			
<p><b><u>INITIATIVE &amp; INDEPENDENCE</u></b></p> <p>N/A</p>			
<p><b><u>PHYSICAL DEMANDS</u></b></p> <p>Reasonable level of physical fitness required</p>	<p>To undertake cleaning duties and operate machinery</p>	<p>Now</p>	<p>5</p>
<p><b><u>MENTAL DEMANDS</u></b></p> <p>Ability to concentrate for short periods of time</p>	<p>To operate machinery safely and in accordance with health and safety requirements</p>	<p>Now</p>	<p>5</p>

**POST: CLEANER – GRADE 1**

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<p><b><u>EMOTIONAL DEMANDS</u></b></p> <p>N/A</p>			
<p><b><u>RESPONSIBILITY FOR PEOPLE</u></b></p> <p>General understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school;</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	<p>Basic awareness of the sensitivity of these issues now. Training in school procedures given</p> <p>Desirable now, but training given</p>	<p>5</p>

**POST: CLEANER – GRADE 1**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
Basic understanding of health and safety issues	To ensure that duties are carried out in a safe manner and that machinery is operated correctly and safely		4
<b><u>RESPONSIBILITY FOR SUPERVISION</u></b>  N/A			
<b><u>FINANCIAL RESPONSIBILITY</u></b>  N/A			
<b><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></b>			

**POST: CLEANER – GRADE 1**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
To use appropriate equipment and machinery carefully and safely	Cleaning of school premises	With training	4

POST TITLE:	Cleaner
GRADE:	Grade 1
CONTRACTUAL ARRANGEMENTS:	20 hours per week (4 hours daily) 39 weeks a year i.e. term time only, plus four additional weeks (February and October Half Term & 2 weeks over the summer)
ACCOUNTABLE TO:	Cleaning Supervisor

### **PURPOSE OF THE JOB**

To keep designated areas of the school in a clean and hygienic condition. The designated areas may include classrooms, corridors, offices, toilets and wash areas and may vary between term time and school holiday periods.

### **KEY ACCOUNTABILITIES**

1. To clean, wash and sweep the designated areas as appropriate;
2. To empty litter and waste bins;
3. To polish and dust furniture, fittings and flooring;
4. To use powered equipment (e.g. vacuum cleaners, polishers) where appropriate;
5. To contribute to maintaining a safe and healthy environment for children and adults, adhering to all Health and Safety regulations and requirements.

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and to be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

### **OTHER DUTIES**

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The post holder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety