REDBRIDGE PRIMARY SCHOOL

Resilience | Excellence | Determination

Job Advertisement – Cleaner

Job Title: Cleaner
Location: Redbridge Primary School
Job Type: 3 months Fixed – Permanent
Job Hours: Term-time only 15 hours per week/ 3:30pm – 6:30pm
Salary: LBR 1B Scale Point 01
Closing Date: 17th December 2021
Interview Date: To be discussed with candidates

NOTE: The school expects all its employees to have a full commitment to our equal opportunities policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the authority.

Job Purpose

- To clean the interior of designation buildings to the required standards.

Responsible To

Cleaning Supervisor/Site Manager.

Major Tasks

- To understand and comply with the School's Equal Opportunities Policy
- To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or School's Policies and Procedures relating to Health & Safety at work
- To carry out cleaning duties as directed
- Occasional duties of a similar nature, up to and including those in the same grade.

Job Activities

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.

- Vacuum carpets
- Wipe desk tops
- Empty bins
- Clean the sink and surrounding area
- Dust woodwork and rails
- Mop floors
- Clean toilets, using materials instructed by the Site Manager
- Clean windows and sills
- Use machinery under instruction from the Site Manager
- Any other task to ensure the area is clean
- To maintain a high standard of cleanliness in School
- To follow Health and Safety policy and procedures
- To maintain confidentiality and security of buildings, any other reasonable cleaning request from cleaning supervisor.

Person Specification – Cleaner

1	**EXPERIENCE**	
	• Knowledge of cleaning machines and materials.	Desirable
2	**SPECIAL ABILITIES/APTITUDES**	
	• Capable of lifting/carrying goods and furniture with assistance where necessary • An ability to relate to, appreciate and communicate with people of all ages and temperaments including children • Thoroughness and attention to detail • A commitment to the School and its ethos.	Essential Essential Essential Essential
3	**OTHER JOB SPECIFIC REQUIREMENTS**	
	• Commitment to the School's Equal Opportunities Policy and acceptance of responsibility for its practical application.	Essential
4	**EDUCATION & TRAINING**	
	• Literate – able to read and understand instructions • Training or willingness to undertake training – in cleaning procedures/machines.	Essential Essential
5	**DISQUALIFYING FACTORS**	
	• Indications of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the School's Opportunities policy.	Essential

Please write a supporting statement of no more than a single side of A4 paper, expressing interest in the role and include particulars of your experience, skills and further information in support of your application. Completed applications can be either emailed to Rabina Khanam at admin.redbridgeprimary@redbridge.gov.uk or a paper copy handed to the School office.

Please note we are unable to accept applications by CV.

Visits to our friendly school are welcomed and encouraged.

Redbridge Primary School is committed to safeguarding and promoting the welfare of Children and Young People. All staff working with these groups are expected to share a commitment to this. Adults employed by the school, contractors or volunteers within the school will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If any conduct in relation to the safeguarding of Children or Young People gives cause for concern, the School's agreed Child Protection procedures will be followed, alongside implementation of the school's Disciplinary Procedure.