



JOB DESCRIPTION

Job Title: Cleaner
Reports to: Cleaning Supervisors
Contract: Part time, permanent (all year round)

Responsible for: Cleaning across the school site

JOB PURPOSE:

Deliver an effective cleaning service where work is completed to the required standard, and on time resulting in a clean, well-maintained environment for Norwich School pupils, staff and visitors.

1. CLEANING

- 1.1. Cleaning as directed by Cleaning Supervisor & Cleaning Manager
- 1.2. Follow cleaning specifications for designated areas.
- 1.3. Ensure cleaning standards are met in areas you are responsible for.
- 1.4. Always follow school processes and procedures, and Health & Safety Legislation
- 1.5. Report issues or defects around school to Estates Team.
- 1.6. Take on feedback given by Cleaning Supervisor & Cleaning Manager.
- 1.7. Undertake non-routine cleaning as instructed by Cleaning Supervisor & Cleaning Manager.
- 1.8. Assist with cover for other members of the cleaning team as instructed by Cleaning Supervisor & Cleaning Manager
- 1.9. Partake in training where required for your role.

2. SAFEGUARDING

- 2.1. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- 2.2. Understand and implement the Child Protection Policies of the school and attend related training.
- 2.3. Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

3. OTHER

- 3.1. Participate in the initial probationary process and subsequent professional review process.
- 3.2. Undertake any other additional duties as part of the school's support staff and to assume other duties which may be reasonably required by the Head, the Bursar, or the Assistant Bursar.



PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
Formal cleaning qualification (eg BICSc, BCCA, C&G etc.)		X
Experience		
Cleaning experience	X	
Cleaning within a school environment		X
Use of industrial cleaning Machinery		X
Basic skills and competencies		
Understand and comply with Child Protection procedures	X	
Knowledge of Health & Safety – including COSHH		X
Good communication skills both written and verbal.		X
High level attention to detail	X	
Personal Qualities		
Motivated to work as part of a team	X	
Able to remain calm under pressure		
Willing to undertake training as and when required	X	
Willing to participate in the wider aspects of school life		X



SALARY AND BENEFITS

Salary and Working Pattern

This is a part time, permanent post. The hours of work are 22.5 hours per week, Monday to Friday, from 3pm to 7:30pm. The salary for this post is £14,922 per annum. Flexibility in working hours and pattern is required to meet the changing needs of the school.

The post-holder may be required to work during occasional weekends for school events such as the Open Day and Sports Day and other public events taking place on school premises (time off in lieu will be awarded for the hours worked on those days).

Holidays

Staff are initially entitled to the pro rata equivalent of 25 days of annual leave, increasing to 30 days after five years' service, plus bank holidays. Up to 5 days leave is designated during the Christmas holiday period and will be set in advance. Support staff must take their annual leave during the school holiday periods.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of his/her salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.