

St. Augustine's Catholic Primary School

Head Teacher: Rachel Swindell

Assistant Head: Amy Casey

Chair of Governors: Joseph Zammit



We try to follow Jesus by loving each other and caring for God's world.

JOB VACANCY: SCHOOL CLEANER

Organisation:	St. Augustine's Catholic Primary School.
Place of work:	West End, Old Costessey, Norwich
Salary details:	Scale B – Point 2 – £17,711 pro rata
Job term:	Part time – 3:00pm-6:00pm (40 weeks)
Appointment:	Permanent
Reporting to:	Cleaning Assistant and Office Manager
Closing Date:	Wednesday 9 th February 2022 at 12pm midday
Interview Date:	Week beginning 21 st February 2022
Start Date:	As soon as possible

St Augustine's Catholic Primary School is looking to appoint a committed and enthusiastic cleaner who would love to become part of our delightful school.

St Augustine's Catholic Primary School is a happy, learning community where each individual pupil and member of staff is valued for the contribution they can make to the life of our thriving school. Staff work hard to provide the very best for our pupils and in return they receive the support and training to enable them to be the best they can be. If you join our team you can be assured that you will be part of a happy, caring community of staff who put children at the heart of the learning process.

St. Augustine's Catholic Primary School is part of the St. John the Baptist Multi Academy Trust. The school and Trust are committed to the Catholic ethos and supporting professional development.

You are warmly invited to contact the school or telephone the Head Teacher, who will be pleased to discuss the post in more detail.

For further information, please contact the school office:

Telephone: 01603 743317

Email: office@st-augustines.norfolk.sch.uk

An application form and job description can be downloaded from the related information section on our website: <http://www.st-augustines.norfolk.sch.uk/>

If you need any help with the application form, please feel free to contact the school office. Completed applications to be returned to the school by email, posted or handed into the school office.

If you have not received an invitation to interview by 23rd February 2022 you should assume that your application for the post has not been successful.

St Augustine's Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS with a barred list check will be required for the successful candidate as well as reference and pre-employment checks in line with the school's Safeguarding Children Policy.

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JOB DESCRIPTION ~ SCHOOL CLEANER

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Appointment:	Permanent
Reporting to:	Cleaning Assistant and Office Manager

Main purpose

- To provide a complete cleaning service at our purpose built Primary School.
 - Duties will include; cleaning classrooms, halls, corridors, toilets, doors, offices and a small kitchen area.
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Duties and responsibilities

The duties of the post holder will usually include the following:

- To be responsible for all cleaning within the building.
- To use cleaning materials as provided.
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. Vacuum cleaners and, occasionally, polishers.
- Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Cleaning toilets including tap fittings and surrounds etc.
 - Mopping and spray cleaning hard floor surfaces
 - Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
 - Undertake occasional wall washing or inside window pane cleaning, washing/polishing door glass.
 - Emptying & cleaning waste bins
 - Replenishing consumable items (soap, toilet rolls, paper towels) as required
 - Checking and closing windows, switching off lights
 - Reporting defects / hazards as required
 - Such other duties as may be allocated from time to time

Note: During periods when the school is closed, routine deep cleaning is undertaken for a short period before term commences and at end of term. The timings of this can be discussed and alternative working hours, once the pupils have vacated, if required.

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Cleaner ~ Person Specification

Criteria	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> • Able to communicate clearly and follow instructions • Agreement to undertake a Disclosure & Barring check 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> • Ability to prioritise work and work in an organised manner • Ability to manage time • Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons • Willingness to maintain confidentiality on all school matters 	<ul style="list-style-type: none"> • Experience of cleaning • Some knowledge of Health & Safety within the workplace
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitment to equality of opportunity 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate with a wide range of people • Initiative and the ability to work without supervision • But also to work as part of a team • Be flexible to changing demands of the post • Take pride in a job well done • Willingness to work flexibly on occasions 	<ul style="list-style-type: none"> • Be happy, have a sense of humour
Physical & Presentation	<ul style="list-style-type: none"> • Must be in good health • Must be of smart appearance with excellent personal hygiene standards 	