

# Stratford-upon-Avon School

<b>Job Title:</b>	<b>Cleaner</b>
<b>Grade</b>	<b>Band A (salary details at appendix 2).</b>
<b>Hours</b>	<b>20 hours per week over 5 days 38 weeks per year</b>
<b>Reporting to:</b>	<b>Cleaning Supervisor</b>
<b>Department:</b>	<b>Facilities</b>
<b>Main Purpose of Job</b>	To provide a high standard of cleaning to all areas of the school

## **Key areas and activities**

- Cleaning of public and other areas of the school at a frequency to be determined by the Cleaning Supervisor/Facilities Manager, and to the specification to be provided by him/her.
- Use of appropriate cleaning materials and equipment from school stocks.
- Emptying all bins within the designated cleaning area of responsibility.
- Ensuring all rooms where appropriate are secured when cleaning is completed.
- To undertake occasional tasks such as “high level clean”, internal window cleaning, and others in accordance with the Specification, and any reasonable alterations to the schedule established by the Cleaning Supervisor.
- Any other duties commensurate with the post at the discretion or direction of the Cleaning Supervisor/ Site Supervisor (i.e. some external cleaning, litter picking, cleaning of toilets).
- Advise the Cleaning Supervisor/ Site Supervisor when supplies are running low.
- Report to the Cleaning Supervisor/Duty Caretaker any malfunction of cleaning equipment, and other problems encountered within the cleaning area.
- Attendance on appropriate training courses either on or off school site

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected

## **Health and Safety**

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

## **General**

### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

July 2021

## **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 2018 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking ,Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

## **Notes**

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

# **Appendix 1**

## **Support Staff Posts**

### **Corporate**

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

### **Working with Pupils**

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

### **Membership of Groups**

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

## **Appendix 2**

### **Cleaner**

#### **Terms and Conditions of Employment specific to the post**

##### **Working Hours**

The post is 20 hours per week over 5 days, 38 weeks per year. The actual hours and timings will be by agreement with the line manager, in line with general school policy, but typically based on 3.00pm – 7.00pm Monday to Friday.

For operational reasons this is designated a 5-day position per week.

A break of 40 minutes can be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the break.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

##### **Holidays**

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 22 days for new entrants to schools, academies or local government. 25 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

##### **Other Benefits**

- Free car parking
- Wellbeing employee assistance programme
- Contributory pension scheme

##### **Remuneration**

Salary is based on Band A, at £9.25 per hour.

The actual salary for the hours / weeks worked inclusive of holiday pay is calculated as £8,104 per annum subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme (DBS).  
This post is subject to an Enhanced Disclosure.*