



**Application pack for
Cleaner**

Pay scale A

Full time equivalent (FTE) £23,473

Actual annual salary £7,159

Closing Date: Midday Friday 31st January 2025

Interview Date: Thursday 6th February 2025

Start date: Monday 3rd March 2025 (or sooner if able)

Shakespeare Infant School offers an excellent place to work and learn with lots of professional opportunities to develop and improve. It is a forward thinking and dynamic school. We set and achieve high standards for all our children and work colleagues. Our “We Care” approach permeates all that we do.

Shakespeare Infant School currently has 251 pupils in nine single-age classes. The original building was built in 1931, with a three class extension added in more recent years to replace what was temporary accommodation. As well as the class areas we have a library, an all-weather surface, sensory garden and pond area, mini orchard, a practical room, field, playgrounds, a play trail and an imaginative play area. We have areas of woodland which the children really benefit from and we spend a lot of time outside in our wonderful grounds.

We have a strong and clear “We Care” ethos which influences behaviour and relationships. Everyone within the school is encouraged to model this through practice. We celebrate and share individual achievements in a variety of ways. Our integrated curriculum credits connections between subjects and is underpinned by our learning values.

All safer recruitment checks will be undertaken before the successful candidate can join the team.

Both references will be taken and are a crucial part of the selection process. Please ensure you have included two relevant referees on your application form.

Please contact the office on 02380 573888 if you need more information.

Our website provides a great deal of information about the school. Please do call if you require further information or would like a visit.

PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY

Completed application forms should:-

- **Convince us that you will be a positive addition to the team.**
- Relate **specifically** to the job profile and person specification.
- Name two referees on your application form. If you have previously worked in a school then the headteacher must be included as a referee.
- **The application paperwork must reach Mrs Nikki Wilson by Midday on Friday 31st January 2025 and must be submitted electronically to adminoffice@shakespeare-inf.hants.sch.uk**

PLEASE NOTE:

Interviews will be held Thursday 6th February. **You will be telephoned if you are being invited to interview.** Please ensure you include a phone number on your application form. If you do not hear from us personally you have not been successful on this occasion.

Please ensure you are available all day on Thursday 6th February in case you are called for interview.

Ideally to save paperwork and postage we would prefer to email the necessary paper work. However if you would like a hard copy please ask and we will happily send you a pack.

Thank you for expressing an interest in this position.

Nikki Wilson
Headteacher

JOB DESCRIPTION				
Name				
Post	Cleaner			
Hours	12.25 hrs			
Working Pattern		Day	Time	Total
		Monday	3.15pm – 5.45pm	12.25hrs
		Tuesday	3.15pm – 5.45pm	
		Wednesday	3.15pm – 5.45pm	
		Thursday	3.15pm – 5.45pm	
		Friday	3.15pm – 5.30pm	
Responsible to	Headteacher in all matters and specifically the Site Manager			
Purpose of Post	To ensure that designated areas of the school premises are kept in a clean and hygienic condition. The postholder will work as part of a team and will always be under the direction of the Site Manager.			

Main Duties and Responsibilities

Main Duties:

- To wash down tables, surfaces and practical area floors in designated classrooms - daily
- To vacuum the carpets in designated communal areas - daily
- To empty classroom and communal area bins – daily
- To clean toilet areas – daily
- To polish and dust as appropriate in designated communal areas – weekly
- To undertake such other duties as may be reasonably requested by the Site Manager.

Duties may vary between term time and closure periods.

All duties must be carried out within the codes of practice of the School Health and Safety Policy.

Be aware of, and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To have received and understood key safeguarding documents.

This job description is open to change in negotiation between the Headteacher and the postholder.

PERSON SPECIFICATION
Cleaner

Ability, Skills and Experience	Essential	Desirable
Has experience of working as a cleaner.		✓
Has high standards of cleaning.	✓	
Is aware of health & safety policies and practices within a cleaning role.	✓	
Is able to meet the physical demands of the role.	✓	
Able to work independently and as part of a team.	✓	
A good understanding of the need for protection and safeguarding of pupils.	✓	
Able to support the school's ethos and policies.	✓	
Awareness and understanding of COSHH.		✓
Experience of large scale cleaning in a work environment.		✓