



Ormiston Meadows Academy
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Peterborough
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Principal: Mrs K Moore

Be your Best, Expect the Best, Succeed Together

Premises Level 1 – School Cleaner

Location: Ormiston Meadows Academy
Salary: OAT Grade 1, scale point 1-2 (£17842 - £18198 FTE) Actual Salary £4235 to £4320
Status: Term Time plus 2 weeks only – 40 weeks per year
Hours: 10 per week during term time – plus 2 weeks during summer holiday closedown
Temporary contract until 31/08/2022
Reports to: Site manager

We are looking to recruit a Premises Assistant (School Cleaner) to join our dedicated cleaning team. The appointment is temporary with an end date of 31/08/2022

Cleaning and Preparation

- Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.
- May undertake specialised cleaning programmes during the school closures or other designated periods.
- Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
- May be required to undertake first aid duties

Resources

- Restocking facilities e.g. soap, paper towels.
- Report when stocks are low.
- Store all equipment and chemicals used in the appropriate manner.

Maintenance

- Work to ensure and maintain safety and security of the building and those within it.

Systems, procedures and policies

- Escalate any safety issues to the line manager.
- Work to expected standards and complete work within required timescales.
- Report any faults with materials and/or equipment as necessary

Team Involvement

- May demonstrate own duties to new or less experienced staff

Building Professional Relationships

- Exchanges information with their supervisor, Principal and possibly other staff

Record keeping and Information Management

- May complete checklists to say work has been completed.

Problem solving and decision making

- Identify straight forward solutions to simple problems and minimal personal initiative required

Knowledge, skills and experience

- Understanding of health and safety issues and willingness to undertake training.
- Knowledge of chemicals and proper use of cleaning equipment.
- Awareness of COSHH.
- No previous experience required.
- First aid at work may be a requirement or paediatric first aid.

Physical demands and working conditions

- Required to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.
- Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.

Generic

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Closing date:

20th August 2021

Interviews:

W/C 6th September 2021

Further details can be found on our school website:

www.ormistonmeadows.co.uk

Please apply for this vacancy using the following link:

<https://oatcareers.co.uk/job/school-cleaner>