

School Cleaner

Closes: Sunday 2nd June at 5pm

Interview: To be confirmed

Windmill Primary School are seeking 2 cleaners to work 10 hours per week, 2 hours per day, Monday to Friday, 7.00am – 9.00am **or** 3.00pm – 5.00pm **or** 1 person who would like a 20 hour week to work 4 hours per day 5.00am – 9.00am (or split the shift and work 2 hours in the morning and 2 hours at the end of the school day).

The rate of pay is £11.59 an hour (a pay increase is currently being negotiated).

This is an all year round contract so you will need to work during the school holidays, although hours can be blocked during the holidays if desired so you would not need to work every day. All annual leave must be taken during the school holidays and cannot be taken during term time.

This could be a term time only plus 3 week contract by request.

We do ask that candidates have a good standard of spoken English and have a willingness to undertake online training.

What We Offer:

We can offer you excellent working conditions within a small team of cleaners, good rate of pay, a generous local government pension scheme, sickness and holiday pay.

Purpose of Post:

To ensure the designated areas of the school premises are kept in a clean and hygienic condition. The postholder will normally work as part of a team and will be under the direction of the School Business Manager and the School Caretaker.

Key Tasks:

- * Cleaning, washing and sweeping.
- * Emptying of litter bins.
- * Polishing and dusting where appropriate.
- * Using powered equipment (e.g. vacuum cleaners, polishers) where appropriate.
- * To undertake such other duties as may reasonably be requested by the School Caretaker.
- * Any other duties which reasonably fall within the purview of the post, which may be allocated by the School Business Manager after consultation with the post holder.

Note:

- * The designated areas may include toilets and first aid rooms
- * Duties will vary between term and school closure periods

To act with discretion, never discussing children or staff outside school but referring people to the teaching staff, School Business Manager or Headteacher as appropriate.

To be aware of and comply with policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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

Application Procedure

Please use the Oxfordshire County Council Support Application Form to apply for this post and email it to the school office at office.2527@windmill.oxon.sch.uk.

References are taken up for all school positions so please ensure your referees are aware and that all contact information on the application form is correct.

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.