



## Steeple Morden C of E Primary School

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Cambridgeshire  
County Council

**Co-Headteacher: Mrs Jo Daniels**



Steeple Morden Primary School is a village school in the south west corner of Cambridgeshire, close to the Hertfordshire and Bedfordshire borders. Our catchment area covers Steeple Morden, Litlington, Abington Pigotts and Odsey but our current roll includes children from other local towns and villages.

We are a Church of England (Voluntary Controlled) Primary School and we aim to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We welcome children of all faiths, and none, and we aim to create a community of tolerance and acceptance. We are actively supported by our local community and a dedicated Parent and Teacher Association (PTA).

We believe our pupils should have every opportunity to achieve high academic standards and develop awareness of social and moral values. We provide a secure and stimulating environment where children and adults can work productively. Relationships are very important to us and the relationships we develop with our children, their families, our community and the wider world enable us to create a warm, caring and happy school where everyone is included.

The Headteacher and governors of Steeple Morden Primary School are committed to safeguarding and promoting the welfare of children and young people.

**“Be brave, be kind, be the best you can be.”**



## **Cleaner Vacancy** **10 hours per week, £10.60 per hour term time** **Starting June 2024**

We are seeking to recruit an enthusiastic and motivated part time Cleaner. There is some flexibility when the hours could be worked and can be either directly before and after school, 5 days per week:

Option 1 - 7.30 – 8.30 am and 1 hour between 3.30pm and 5.30pm

Option2 – 3.30 – 5.30pm

This post may be suitable for someone wanting to work around their studies.

The post holder will join our cleaning team and be responsible for ensuring the building is cleaned to a safe, high standard at all times.

If you are interested in this position, please see school website for further information and an application form. Applications should be submitted via MyNewTerm.

<https://mynewterm.com/school/Steeple-Morden-CofE-VC-Primary-School/110793>

We are committed to stringent safeguarding procedures and applicants will be subject to a full enhanced DBS check. Please note, references will be requested prior to interview. As an equal opportunities employer, we welcome applications from all members of the community.

**Closing date: Monday 3<sup>rd</sup> June 2024 10.00am**

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## **JOB DESCRIPTION**

**POST TITLE:** CLEANER

**RESPONSIBLE TO:** HEADTEACHER

### **PURPOSE OF THE JOB:**

To provide a clean and hygienic working environment to facilitate the learning and teaching of all our pupils.

### **MAIN RESPONSIBILITIES:**

1. To be responsible for ensuring the cleanliness of designated areas and for maintaining high and consistent standards, particularly in times of high need such as pandemics.
2. To take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
3. To liaise with Headteacher and other key staff as required to ensure the cleaning rota operates smoothly around both school events and any external lettings.
4. To report cleaning supplies requirements and stock levels to the Finance Manager on a regular basis.
5. To ensure Health & Safety, quality and general procedure compliance.
6. To work as part of a team and support other members of the cleaning team to meet standards and school objectives.
7. To adhere to the school's stringent safeguarding procedures at all times.
8. To act as positive role model towards children and others in school at all times.
9. To undertake any other duties that may be required from time to time directly relating to the cleanliness and hygiene of the school premises, particularly in times of high need.
10. To undertake on-going training as required.



## PERSON SPECIFICATION

### Knowledge

Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials would be an advantage but training will be provided.

Experience of undertaking a range of cleaning duties would be an advantage but a willingness to clean and limited household experience will be considered.

### Personal Attributes

1. Willingness to clean any area of the school as requested by the Headteacher or other senior member of staff.
2. Willingness to understand and follow health and safety guidelines
3. Ability to take personal responsibility for standard of work carried out.
4. Willingness to participate in further training and development opportunities offered by the school, to further knowledge.
5. Ability to maintain confidentiality on all school matters.
6. Ability to manage some low to medium lifting and operation of cleaning equipment as required.

### Skills

1. Ability to work effectively and supportively as a member of the school team.
2. Ability to work in an organised and methodical manner.
3. Ability to act on own initiative, dealing with any unexpected problems that arise.
4. Ability to demonstrate commitment to Equal Opportunities.