

## **Role: School Cleaner**

### **About our School**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our (up to 280) pupils are Day Pupils. We also educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

### **Safeguarding:**

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

## **Job Description: School Cleaner**

This role would suit candidates with a positive work ethic looking to join a warm and inclusive school community. We are seeking a flexible, kind and hard working individual committed to maintaining a high standard of work with care and attention to detail. The successful candidate will be fully supported and line managed by the Site Manager.

### **The Role**

- To clean classrooms, washrooms and common areas inside and out of the school building.
- To use cleaning equipment such as vacuum cleaners and other cleaning equipment.
- To clean school facilities such as astro pitches/outdoor areas.
- To read risk assessments and understand how to use the equipment and materials.
- To be confident storing and using COSHH materials.
- To follow the Health and Safety procedures of the school.
- To undergo team training for fire duties, first aid, manual handling and other mandatory courses.

- To undergo training for basic compliance checking.
- To assist with school deliveries of supplies and movement of furniture and equipment.
- To assist with lock up at the end of day.
- There are some weekend hours available for any candidates wishing to work additional or alternative hours in the boarding house on Saturdays and/or Sundays.

## **Person Specification**

This post would suit a candidate from a variety of backgrounds. Whilst desirable, previous experience of working in a school is not absolutely necessary. Cleaning and/or Health and Safety experience in the public or private sector would be beneficial.

Essential:

Committed to the safeguarding of children

Committed to working in a school environment

Ability to be flexible and work as respectfully and supportively as part of a team

Good understanding of working safely

Reliable and supportive as an employee

Trustworthy with a strong work ethic

Committed to high standards of cleanliness and hygiene

Desirable:

Previous school experience

Experience of cleaning in a previous role or similar experience.

A DIY skill

Confidence with manual handling

## **Hours, Terms and Conditions:**

This a 25 hour a week permanent post, with additional hours available at the weekend as outlined above.

There is a generous holiday allowance of 30 days plus bank holidays.

The school is prepared to be flexible with daily timings but we are looking for morning cover with a start no later than 06:00am across 5 days, with evening hours considered for the right candidate.

The salary will be paid £14.80 an hour, and will contribute 6% towards your pension scheme (employee contribution at 2%).

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

## **Application**

All applications must be made via our **School application form** on the TES (not the TES form), from the St Paul's Cathedral School website, or requested directly from [tkeller@spcs.london.sch.uk](mailto:tkeller@spcs.london.sch.uk).

Due to the need appoint applications will be reviewed and interviews held for suitable candidates as they are received.

**Please send applications to [tkeller@spcs.london.sch.uk](mailto:tkeller@spcs.london.sch.uk)**

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and references.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.