

Norwich Steiner School

Hospital Lane, Lakenham, Norwich, NR1 2HW, 01603 611175

Job Description Cleaner

Safeguarding - Norwich Steiner School is committed to safeguarding and promoting the health, safety and wellbeing of all children and young people in the school, and expect all staff to share that commitment. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through our safer recruitment process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS) and other safeguarding checks as appropriate.

Background information about the school:

The Norwich Steiner School opened in 2005 and now occupies a large and beautiful Victorian premise in 3 acres of grounds close to the centre of Norwich. The school educates 100 pupils from 3 to 19 years old, offering the full Steiner Waldorf curriculum and offers secondary pupils opportunity to gain qualification in the New Zealand Steiner School Certificate.

Purpose of the Post:

Cleaning of the building

Duties:

- Vacuuming floors
- Sweeping and mopping floors
- Cleaning toilets
- Cleaning surfaces (desks, windowsills, doors, walls)
- Empty rubbish and compost bins
- Keep stock of cleaning supplies and organise restocking

Terms and Conditions:

The cleaning post comprises 5 hours a day, from 12 noon to 5pm, during term time. There are 36 weeks in our school year, with three weeks holiday at Easter and Christmas and one-week holidays (aligned with mainstream schools) at half term. During the above holidays a total of 50 hours cleaning is also required as part of the post, spread through the holidays according to the needs of the school building.

The rate of pay is £7.83 per hour (national living wage) plus 12.1% holiday pay.

This post is suitable for a job-share arrangement.

There are currently no free places for staff children.

Statutory sick pay allowances apply.

The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme after three months, if they meet the earnings criteria of £833 per month, but are also given the opportunity to opt out if they choose.

Person Specification:

Essential requirements:

- A good level of physical fitness, as this is a demanding physical post
- Ability to carry out cleaning duties to a high standard
- In good mental health and suitable to work around children
- With a good sense of professional boundaries and confidentiality
- Able to work alone and use initiative

In addition, the ideal candidate:

- Will have previous proven cleaning experience
- Be good at communicating & have good organisational skills
- Will have patience and resourceful attitude
- Be flexible

This person or these persons will be required to work within and uphold the Norwich Steiner School safeguarding, staff code of conduct and all other relevant school policies

October 2018