

Dringhouses Primary School

Enjoying Excellent Education

Applicants' Guide for the post of: School Cleaner

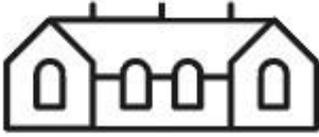
May 2022

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You will find an application form on our website www.dringhouses.york.sch.uk, where you will also find a link to our most recent Ofsted Inspection Report.

Please note that we are committed to safeguarding and promoting the welfare of children. We will require the successful applicant to undertake an ENHANCED criminal record check via the DBS.



Dringhouses Primary School

Enjoying Excellent Education

St. Helen's Road | Dringhouses | York | YO24 1HW | (01904) 553940 | admin@dringhouses.co.uk | www.dringhouses.york.sch.uk

May 2022

Dear Applicant

Dringhouses Primary School is an extraordinary community: friendly, focused, and enthusiastic. We look after each other, and staff-wellbeing is a priority.

Our children are happy, keen, and enjoy the excellent education that we work hard to provide. We look forward to applications from cleaner who want to join an environment that encourages growth and development in all of its community, and someone who can become a part of Team Dring!

Details:

School Cleaner Vacancy

This is a part-time, term time + 2 weeks, permanent appointment from May 2022.

Applications may be submitted by e-mail or by post, which must be received by 12 midnight at the latest on Sunday 3rd July 2022.

If you choose to apply and are shortlisted, you will be invited to interview on Thursday 7th July 2022. If you have not heard from us by then, please assume that, on this occasion, you have not been successful.

We look forward to hearing from you.

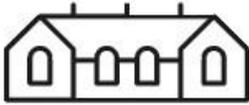
Yours sincerely

Ben Sutton | Headteacher

DRINGHOUSES PRIMARY SCHOOL: PERSON SPECIFICATION

Post of School Cleaner

| Attributes | Essential Criteria | Essential I | Desirable | Evidence |
|--|---|----------------|-----------|--------------|
| A = Application I = Interview R = Reference | | | | |
| Training and Education | A level of numeracy and literacy sufficient to carry out the job tasks | √ | | A/R |
| | Evidence of completing recent safeguarding training | | √ | A/I |
| Skills/ Experience/ Knowledge | Experience of working as a cleaner in schools | | √ | A/I |
| | Experience of using basic cleaning equipment | √ | | A/I/R |
| | Knowledge of COSHH (Control of Substances Hazardous to Health) procedures | | √ | A/I/R |
| | Ability to demonstrate good organisational skills | √ | | A/I/R |
| | Good interpersonal and communication skills | √ | | A/I/R |
| Personal Attributes | Self-motivated and able to work on own initiative | √ | | A/I/R |
| | Sensitive to the needs of others; a supportive colleague and team player | √ | | A/I/R |
| Other | Must satisfy pre-employment requirements, including Disclosure and Barring Service (DBS) checks | √ | | A/I |
| | Must be willing to work before/after normal school hours and during school holidays | √ | | A/I |

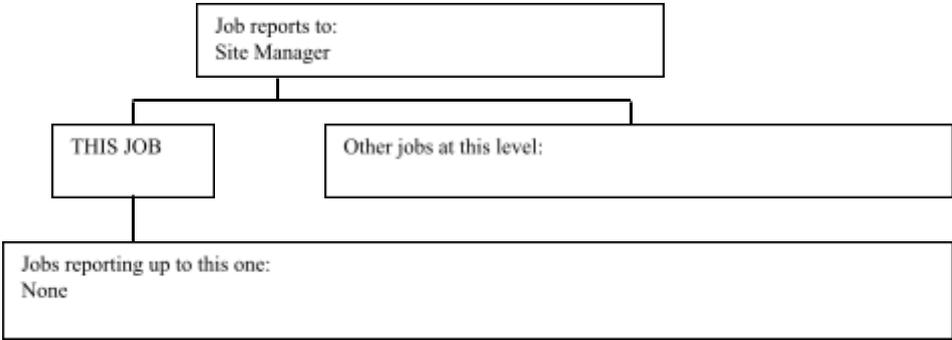


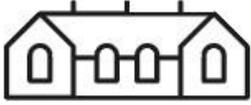
JOB DESCRIPTION

School Cleaner

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|--|--|
| JOB DESCRIPTION | |
| DIRECTORATE: Learning, Culture & Children's Services | DEPARTMENT: Schools |
| JOB TITLE: School Cleaner | POST NUMBER: |
| REPORTS TO (Job Title): Cleaning Supervisor | Current Grade Grade 2 (L1-4) |
| 1. | MAIN PURPOSE OF JOB To provide a good quality cleaning service that is responsive to the needs of the school, resulting in a clean and healthy environment for pupils and staff. |
| 2. | CORE RESPONSIBILITIES, TASKS & DUTIES: |
| i. | To work as part of the school cleaning team, supporting and assisting colleagues where appropriate. |
| ii. | To empty waste bins from designated areas and fit replacement bin liners where appropriate. Follows recycling policies wherever possible. |
| iii. | To vacuum all carpeted floor surfaces, sweep and mop vinyl floor surfaces and sweep and buff polished wooden floor surfaces in designated areas. |
| iv. | To clean and disinfect all toilets and wash hand basins, replenish toilet paper, hand soap and hand towels and clean mirrors, door handles and hand dryers in the designated area. |
| v. | To wipe down, dust or polish all classroom furniture (desks, tables, chairs, cupboards and lockers) located in the designated area. |
| vi. | To carry out periodic cleaning tasks (usually during holiday periods) |

| | |
|-----------|---|
| | which includes high level dusting, wall washing, removing chewing gum from under desks and tables, cleaning the inside surfaces of all windows, cleaning behind radiators, removing curtains and blinds for cleaning, dusting picture frames and other similar duties. |
| vii. | To periodically strip and re-polish vinyl and wooden floor surfaces, when required (this involves removing existing polish surface, scrubbing, wet mopping, applying a new layer of polish and buffing to achieve a shiny surface). |
| viii. | To periodically carry out special cleaning routines following major decoration or building works. |
| ix. | To take notice of and subsequently report any property defects or maintenance issues and to make sure that any areas that need to be locked after having been cleaned are appropriately secured. |
| 3. | SUPERVISION / MANAGEMENT OF PEOPLE Direct: 0 Indirect: 0 |
| 4. | CREATIVITY & INNOVATION The post holder is required to carry out routine duties with very limited opportunity to be creative or use their initiative. |
| 5. | CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> • Internal The post holder will have frequent routine contact with their Supervisor and co-workers relating to the allocation of tasks. • External None identified |
| 6. | DECISIONS Discretion The work is routine and covered by policies and procedures and advice is readily available from the Supervisor. Consequences If work is not carried out to the required standard the Supervisor may instruct the post holder to repeat the tasks. |
| 7. | RESOURCES – financial & equipment <u>Description</u> Post holders have shared responsibility for the proper use and safekeeping of materials and small items of equipment which may include: vacuum cleaner, buffing machine, wet pick up machine. |
| 8. | WORK ENVIRONMENT |

| | |
|-------------------|--|
| | <p>Work demands</p> <p>The work involves routine cleaning tasks which may be interchanged within a set programme of work to accommodate the needs of the school eg altering the sequence of cleaning of classrooms where a classroom is used for an evening class.</p> <p>Physical demands</p> <p>Work requires moderate physical effort which will involve walking, standing, bending, some lifting and operation of the cleaning machines.</p> <p>Working conditions</p> <p>The work is carried out indoors. There will be some exposure to chemicals and unpleasant conditions.</p> <p>Work context</p> <p>Work involves minimal risk to personal safety.</p> |
| <p>9.</p> | <p>KNOWLEDGE & SKILLS</p> <p>The post holder requires a basic knowledge of the safe use of chemicals and equipment and security policies and procedures which can be gained from an initial induction and on the job training.</p> |
| <p>10.</p> | <p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job reports to: Site Manager] --- B[THIS JOB] A --- C[Other jobs at this level:] B --- D[Jobs reporting up to this one: None] </pre> |



OUR SCHOOL

Dringhouses Primary School is situated on the western side of York, about three miles from York city centre and a short drive off the A64. Built in 1904, Dringhouses is a co-educational school for children aged 4+ to 11 years, with approximately 320 pupils on the roll over 11 classes.

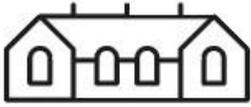
The school has good internal facilities that undergo a process of continuous improvement and currently consist of:

- Eleven classrooms
- The school Library
- The school Music Room
- A large hall/dining room
- Three learning support rooms, for teaching smaller groups of children
- A children's kitchen
- A meeting room
- A medical room with accessible toilet and shower
- Central reception area
- Administration offices

The main playground includes a separate multi-use games area for ball games and a garden area, also utilised as a learning resource. There is an additional, smaller, playground at the rear of the school, as well as a separate playground with play equipment, blackboard and raised beds for our children in the Early Years' Foundation Unit. There is a playing field and wildlife area opposite the school, which the pupils use during the day for sporting and Forest School activities.

A short history of our school

Dringhouses Primary School opened in 1863 on Tadcaster Road, in the building now occupied by the local library. It was originally a small village school for about 50 children. In 1884 the school log book records that the total grant for that year was £21.15s.5d. At that time it was 'payment by results', with the scramble for free places that was common to all elementary schools. The log book is available to anyone interested in a more detailed history of the school. Our history is very important to us here, at Dringhouses - our future is built on what came before us.



WHAT MATTERS TO US AS A SCHOOL

Dringhouses Primary School lays the foundations for children to become life-long learners and builds confidence, independence and enthusiasm. We care for, support and value every single child and encourage each one to achieve the highest possible standards through offering an enjoyable and stimulating curriculum which develops creative, enquiring, understanding citizens.

The aims of the school are to:

Develop citizenship through:

- ❖ Learning life skills including confidence, independence and responsibility
- ❖ Learning to have respect for oneself, others and the environment
- ❖ Learning to appreciate social, religious and cultural differences
- ❖ Recognising and celebrating successes and achievements
- ❖ Encouraging a healthy lifestyle

Develop partnership through:

- ❖ Working together with children, staff, parents, governors and the wider community

Educate children by:

- ❖ Providing challenging, stimulating, worthwhile and enjoyable experiences
- ❖ Developing enquiring and creative minds
- ❖ Encouraging hard work, commitment and self-discipline to maximize potential