



Cambourne Village College
Sheepfold Lane
Cambourne
Cambridgeshire
CB23 6FR



Tel: 01954 284000
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Cleaner

Required ASAP

Salary: NJC Scale 1 point 3 (£18,065 FTE)
£9.36 per hour

Contract: Permanent

Hours of work: 20 hours per week, Monday to Friday.
Actual hours between 3.30pm to 10pm - exact start and finish
times can be negotiated.

Term time only (39 weeks)

We are seeking to appoint cleaners who will be responsible for ensuring the school premises
are cleaned to the required standard.

For further details, an application form and to apply, please visit the vacancies page
of our website: www.cambournevc.org/contact-us/vacancies Please note we do not accept
CVs. The support staff application form can be found on our website.

Closing date for applications: noon on Friday 15 November 2019

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

CAMBOURNE VILLAGE COLLEGE

JOB DESCRIPTION

JOB TITLE: Cleaner

Salary

NJC Point 3

Hours of work

Flexible working hours

Job Purpose

To maintain College premises to the required standard of cleanliness; required to clean all classrooms, toilets, cloakrooms, staircases, corridors, halls, laboratories and all other areas in use.

Line of Responsibility

The cleaner is directly responsible to the Campus Manager

Job Content

- To carry out cleaning work to the required standard and as instructed by the Campus Manager including activities such as -
 - Wipe tables and surfaces
 - Sweep and mop floors – whole College
 - Vacuum carpets – whole College
 - Clean toilets, wash basins and changing-rooms showers
 - Empty rubbish bins and recycling containers
 - Monitor levels of soap, toilet rolls and replenish as required
- Undertake deep cleans
- Maintain cleaning equipment in good working order
- Report any defects/damage to Campus Manager
- To undertake any other duties of a similar level and responsibility as may be required and support Site Team to undertake their duties.
- To work in a safe and secure method to protect self, pupils, staff and visitors

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder must uphold the College's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the College's performance management scheme.

PERSON SPECIFICATION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications

Essential	Desirable
Reliability	
High personal standards	
Ability to learn	

Experience

Essential	Desirable
	Experience of working in a school environment
	Previous experience of cleaning in a similar environment.

Knowledge/Skills (ability to)

Essential	Desirable
Ability to pick up required cleaning skills.	
The ability to work in a safe manner.	

Personal Attributes

Essential	Desirable
Commitment to the highest standards of child protection.	
Ability to work under pressure.	
Desire to enhance and develop skills and knowledge	