



**MARVELS LANE PRIMARY SCHOOL**  
Riddons Road, Grove Park, London SE12 9RA

## VACANCY FOR **CLEANER**

**Grade SCN1 – SCP 2**

**5 Days per week (15 hours p/week), part-time, all year round, 12 month contract.**

Marvels Lane is a good school striving to 'be the best that we can be' in everything we do. To do this, children and staff need a stunning learning and working environment that is smoothly run and in which any premises matters are resolved quickly and effectively.

### **Main Purpose of the Role**

To work as part of a team to clean the school and maintain standards of hygiene necessary for the health and safety of pupils, staff and visitors to the school. Maintain an environment that will encourage effective working and learning.

### **Location**

Marvels Lane is a two-form entry primary school in Grove Park within Lewisham local authority with a Children's Centre.

### **Salary details and further information**

Grade: SC1N - Spine Point 2 (FTE £27,306)  
(pro rata – 15 hours p/week, part-time, all year round, actual salary £11,702) subject to inflationary increase.

Required for 3 hours per day, each week during term time, plus flexible hours in the holidays.

Marvels Lane Primary School is committed to safeguarding and promoting the welfare of children and young people. Any offer of appointment will be subject to satisfactory references and clearance from the Disclosure & Barring Service.

### **Closing date**

Closing date: **12 noon on Monday 29<sup>th</sup> January 2024**

Shortlisting: **Monday 29<sup>th</sup> January 2024**

Interviews: **Wednesday 31<sup>st</sup> January 2024**

# Job Description

## Purpose of the Job

To work as part of a team to clean the school and maintain standards of hygiene necessary for the health and safety of pupils, staff and visitors to the school. Maintain an environment that will encourage effective working and learning.

## Hours

Each week during term time, 3 hours per day, plus flexible hours in the holidays, all year round.

**Salary -** Grade: SC1N Spine Point 2

## Main Duties and Responsibilities

1. Clean all flooring in a designated area using a vacuum cleaner, broom or mop, ensuring that the floor is left free of dust, litter and washed frequently according to a pre-arranged schedule.
2. Dust or wipe down furniture using polish or proprietary cleaning materials.
3. Using industrial polisher, polish all appropriately surfaced floors according to a pre-arranged schedule.
4. Periodically wash paintwork on walls, windows and doorways.
5. Clean hand basins and toilets to acceptable standards of hygiene.
6. Report any building repairs that are noted during the course of the duties.
7. Use all the equipment and materials with due regard to the health and safety requirements necessary with electrical equipment and hazardous chemicals.
8. Occasionally, to assist with movement of furniture.
9. Undertake all duties in line with the policies of the school, especially those surrounding equality of opportunity and raising achievement.

## Professional Development

The successful candidate must undertake all relevant training necessary for the role.

This is an all-year-round post, with holiday entitlement based on local arrangements and length of service. All leave must be agreed with the Headteacher.

## PERSON SPECIFICATION

**JOB TITLE:** Cleaner

**GRADE:** SC1N

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

### Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.	
Awareness of Equal Opportunities issues.	<b>S</b>

### Knowledge

Various cleaning techniques.	<b>S</b>
Health and Safety issues relating to school sites.	<b>S</b>

### Aptitude

Able to work flexibly as part of a team.	<b>S</b>
--	----------

### Skills

Routine cleaning skills.	<b>S</b>
--------------------------	----------

### Experience

Of cleaning business premises (an advantage)	<b>S</b>
Of working as part of a team.	<b>S</b>

### General Education

Basic literacy and a willingness to undertake training in cleaning techniques and health and safety issues.

### Personal Qualities

Reliability and conscientiousness.

### Circumstances

This post is exempt from the Rehabilitation of Offenders Act. Any criminal convictions will need to be declared if you are appointed.

### Physical

Good general health.  
 Able to attend meetings / site visits in locations both inside and outside of the borough.  
 Able to use computer, telephone, and read correspondence.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.