



Dereham Church of England Junior Academy

Headteacher: Mrs Kelly

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Diocese of Norwich  
Education and  
Academies Trust

## Ad-hoc Cleaner

**Pay Scale:** Scale A point 1 (£10.50 per hour)

**Responsible to:** Caretaker

**Hours:** Ad-hoc as required, to support our existing cleaning team covering cleaning staff absence

**Hours:** 3.30pm – 6pm or can be negotiated for 6.00am – 08.30am

### DNEAT vision:

**Immeasurably more than we can imagine!**

Our passion and ambition is to see children in all our schools and academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see Norfolk, and our schools in North East Suffolk, and its education system recognised as a place of aspiration, achievement and hope whether living in a rural area, coastal community, market town or the city of Norwich

### Purpose of role:

To clean a designated area of the school to the standard laid down in the County Specification.

### Job Responsibilities

In the absence of cleaning staff, or when additional cleaning requirements in school are needed you will be contacted by either Chris Swift the Caretaker or the School Business Manager to attend to cleaning duties in school. The usual working hours for our cleaning staff is Mon-Fri 3.30 – 6.00pm. The standard of cleaning equivalent to our current cleaning staff is to be adhered to, training will be provided.

To clean a designated area of the school to the standard laid down in the County Specification.

- To replenish sanitary materials (toilet paper, paper towels and soap).
- To periodically clean the store rooms in the designated areas.
- To ensure the cleaning equipment is kept in a clean and working order.
- It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism.
- To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.
- To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).
- To report any problems to the Caretaker/Academy Business Manager.
- To perform such other duties of a like nature as required by the Headteacher.
- Training will be provided as required

## Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>• Be qualified in literacy and numeracy.</li> <li>• Be willing to undertake training as required and assist in training colleagues.</li> <li>• Have experience of working in an educational environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Have basic administrative experience, including record keeping.</li> <li>• Have a health and safety qualification, e.g. first aid.</li> <li>• Health and safety training, e.g. COSHH</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful working practices in cleaning.</li> <li>• Using general cleaning equipment, e.g. vacuums and carpet cleaners.</li> <li>• Fulfilling all spoken aspects of the role with confidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an educational environment.</li> <li>• Basic administrative experience including record keeping.</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Have an in-depth knowledge of cleaning equipment and techniques.</li> <li>• Understand health and safety issues and good practice in relation to cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an awareness of policies and procedures relating to working in a school</li> <li>• Be able to contribute to the wider school community and activities.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Flexible in terms of working hours, including evening in line with school calendar and lettings.</li> <li>• Eligible to work in the UK.</li> <li>• Open to having the relevant security checks made on them, e.g. an enhanced DBS check.</li> <li>• Suitable to work with children and young people.</li> <li>• Able to communicate effectively.</li> <li>• Flexible and positive towards change.</li> <li>• Willing to work as part of a team.</li> <li>• Reliable and organised.</li> <li>• Approachable and self-motivated.</li> <li>• Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.</li> </ul>	

## General Information

- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.