

Mill Strand  
Integrated  
School  
& Nursery

# Cleaner

**Mill Strand Integrated School & Nursery**

**Candidate Information Pack**

**July 2020**

# Job Description

<b>Job title</b>	<b>Cleaner</b>
<b>Hours of Work</b>	Cleaning Duties 3.00 – 5.30pm Supervision Duties 12.00 – 2.00pm (as required)
<b>Main purposes of job</b>	Undertake, as part of a team, the cleaning of any area within the premises, designated by the line manager  Assist when required through lunch time for supervision of children.  Any other task deemed appropriate
<b>Key tasks</b>	<ul style="list-style-type: none"> <li>• Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.</li> <li>• Clean and remove stains of soft floor surfaces (carpets/matting) using the appropriate cleaning method.</li> <li>• Clean toilet and shower area including the fixtures and fittings.</li> <li>• Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35M.</li> <li>• Polish furniture where appropriate.</li> <li>• Empty and clean internal litter bins and remove litter to the designated collection points</li> <li>• Supervise over lunch times when required</li> </ul>
<b>General Objectives</b>	<ul style="list-style-type: none"> <li>• Carry out all duties to comply with:             <ul style="list-style-type: none"> <li>- The Health and Safety at Work (NI) Order 1978;</li> <li>- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;</li> <li>- The COSHH Regulations;</li> <li>- Codes of Practice.</li> </ul> </li> <li>• Carry out all duties in the working conditions normally inherent in the particular job.</li> <li>• Cover colleagues on sick leave in line with procedure.</li> <li>• Absence must be reported in line with Mill Strand Integrated School &amp; Nursery Procedure. Relevant forms must be completed and signed by the Building Supervisor.</li> <li>• When carrying out cleaning duties protective clothing or work wear issued must be worn.</li> <li>• Flat-soled enclosed-toe footwear should be worn when carrying out cleaning duties.</li> </ul>

	<ul style="list-style-type: none"> <li>• Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.</li> <li>• Complete all necessary paperwork.</li> <li>• Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.</li> <li>• Be required to supervise children over lunch time service as per guidelines and training.</li> </ul>
<p><b>Responsible for staff/equipment</b></p>	<ul style="list-style-type: none"> <li>• Employees will accept any training for jobs graded at a higher level than their own.</li> <li>• Payment will only be made where there is a requirement by the Board of Governors for the higher-level duties to be carried out.</li> <li>• Employees must accept any training to facilitate the undertaking of duties up to and including their own grade.</li> <li>• The training to include: Induction Training Refresher Training</li> </ul>
<p><b>NB</b></p>	<p>This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. In accordance with Section 75 of the Northern Ireland Act (1998).</p> <p>The post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.</p>

# Person Specification Post: Cleaner

Mill Strand Integrated School & Nursery

**QUALIFICATIONS & EXPERIENCE (will be assessed from the application form)**

## **ESSENTIAL CRITERIA**

- Experience in a paid capacity of outside the home environment;

**DESIRABLE CRITERIA (will be assessed from the application form in order of priority)**

1. Experience of using industrial and electrical cleaning machinery.
2. Knowledge of the requirements of a School Cleaner;
3. Knowledge of:
  - a. Health and Safety regulations;
  - b. COSHH
4. Knowledge of cleaning methods/procedures/machinery.

**KNOWLEDGE & SKILLS (will be assessed at interview)**

- Knowledge of school cleaning procedures.
- Ability to communicate and take instruction in the English language;
- Communication skills;
- Interpersonal skills;
- Organisational skills.

**PERSONAL QUALITIES (will be assessed at interview)**

- Flexible;
- Ability to use own initiative;
- Ability to work as a member of a team;
- Confidentiality;
- Punctual;
- Willing to carry out instruction.

# Application Pack

Application forms and associated documents may be downloaded from the school's website [www.millstrand.co.uk/jobs](http://www.millstrand.co.uk/jobs)

## REFERENCES

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The Board of Governors will seek references from present/previous employers for posts involving 'regulated activity'.

## DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Board of Governors will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you may be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed on [www.nidirect.gov.uk/campaigns/accessni-criminalrecord-checks](http://www.nidirect.gov.uk/campaigns/accessni-criminalrecord-checks) or [www.justice-ni.gov.uk/articles/about-accessni](http://www.justice-ni.gov.uk/articles/about-accessni)

**It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.**

Canvassing will disqualify

## LATE OR FAXED APPLICATION FORMS WILL NOT BE ACCEPTED

Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the school office/post box or alternatively by e-mail to [msipsrecruitment@gmail.com](mailto:msipsrecruitment@gmail.com) no later than 12.00 noon on the closing date for receipt of completed applications.

**Mill strand Integrated School & Nursery is an Equal Opportunity Employer**

# Summary of Terms and Conditions of Service

The Conditions of Service are determined by the National Joint Council (NJC) for Local Government Services.

## **HOURS**

Please refer to the Candidate Information Pack for hours relating to the post. The full-time hours for a school employee is 36 hours per week. Employees are required to work such hours as are necessary for the efficient discharge of the duties of the post.

## **REMUNERATION**

Details relating to the salary scale/rate of pay are in accordance with the agreement relating to your grade. Your hours of work exclude meal breaks. The Candidate Information Pack provides the salary scale/rate of pay relating to the post.

Mill Strand Integrated School & Nursery employees are paid by Bankers Automatic Clearing System (BACS) on a monthly basis. Employees must have a current bank account and provide details prior to the first date of commencement of employment.

## **ANNUAL LEAVE, PUBLIC HOLIDAYS AND EXTRA-STATUTORY HOLIDAYS**

In accordance with the Working Time Regulations (Northern Ireland) 1998 (as amended), all employees have a statutory entitlement to a minimum of 5.6 weeks paid holiday.

The basic annual leave entitlement is increased after 5 years' service in accordance with existing agreements.

In addition, there are normally 12 public and extra-statutory holidays in any leave year.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement to leave that is pro rata to the hours, days and weeks worked.

Salary range	Minimum Entitlement	After 5 years' service
NJC Pts 1 - 6	21 days	28 days
NJC Pts 7 - 17	21 days	29 days
NJC Pts 18 - 30	23 days	30 days
NJC Pts 32 - 43	25 days	31 days
NJC Pts 43 and over	27 days	33 days

The leave year extends from 1 April in one year to 31 March the following year. New entrants will be entitled to leave proportionate to the completed months of service during the first year of entry.

School based employees **are not** permitted to take annual leave during term-time.

In the event that the location, at which you are based, closes over a holiday period, you will be required to take annual leave accordingly.

#### **OCCUPATIONAL SICK PAY**

Occupational sick pay is paid in accordance with NJC Conditions of Service.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement that is pro rata to the hours, days and weeks worked.

#### **MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE**

Mill Strand Integrated School & Nursery has Schemes in operation for the provision of Maternity, Adoption, Paternity and Parental leave. Further information is available from the school on request.

#### **PROBATIONARY PERIOD**

The first 26 weeks of service is defined as the probationary period, at the end of which, subject to a satisfactory report compiled by the appropriate Line Manager, an appointment is confirmed.

#### **SUPERANNUATION**

The Pension Scheme provided by Mill Strand Integrated School & Nursery is the LGPS (NI) which is administered by the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC). NILGOSC operates a qualifying pension scheme which meets or exceeds the Government's standards. Mill Strand Integrated School & Nursery currently operates automatic enrolment, whereby eligible employees are brought into the pension scheme but have the option to opt out if desired. Auto enrolment was introduced by the government to encourage people to save for their retirement. For more information please visit the NILGOSC website [www.nilgosc.org.uk](http://www.nilgosc.org.uk) or contact NILGOSC on telephone number 0845 308 7346 or by e-mail [info@nilgosc.org.uk](mailto:info@nilgosc.org.uk).

#### **RETIREMENT**

Employees who contribute to the Local Government Pension Scheme, can retire and receive benefits in full once retirement age is reached.

**NOTICE PERIOD**

The minimum period of notice employees are required to give to terminate employment is not less than 1 calendar month/4 weeks. Employees on salary NJC Pt. 42 and above (or equivalent) are required to give 3 calendar months' notice.

**CODE OF CONDUCT**

Failure to comply with the Code of Employment may be considered a disciplinary offence and/or could result in the offer of employment being withdrawn and/or could result in dismissal.

**CHILD PROTECTION**

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. Appointment to a post defined as 'regulated activity' is subject to a satisfactory outcome of the vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI.

**OTHER POLICIES AND PROCEDURES**

Other policies and Procedures are available from the school on request or available to view on the school's website [www.millstrand.co.uk](http://www.millstrand.co.uk)