



## 6<sup>th</sup> FORM STUDENT CLEANER TERM-TIME ONLY – JOB DESCRIPTION

### Section 1

Location:	St Paul's Catholic College
Job Title:	Student Cleaner: Term-Time Only
Grade:	SBDLO. Hourly paid at rate stated in contract, currently £7.43 per hour.
Qualifications:	Previous experience of cleaning desirable.
Post Accountable to:	Facilities Manager
Grievance Officer:	Director of Support Services

### Section 2 Duties

The Student Cleaner will assist the Facilities Manager and premises team with the maintenance of good standards of cleaning and hygiene throughout the college by performing cleaning duties in accordance with the St Paul's Catholic College Cleaners Handbook, including work schedules provided by the Cleaning Supervisor, and the St Paul's Catholic College Information for Cleaners booklet.

### Section 3 Terms & Conditions

Hours of Duty:	Either 9 hours per week over three days or 6 hours per week over two days i.e. 3 hours a day (between Monday and Friday) term-time only. The hours of duty and start and finish times will be in agreement with the Facilities Manager, but are generally in the late afternoon/ early evening (NB: hours of duty may have to be varied from time to time to meet the needs of the school).
Overtime	Overtime may be offered from time to time including working in school holidays, and will be agreed in advance with the Facilities Manager.
Annual Leave:	Term-time only staff are required to take their holiday during school holidays. Any holiday taken at other times will be unpaid. (The hourly pay rate given above includes an allowance for 23 days paid holiday per year in addition to statutory bank holidays).
Confidentiality:	The Student Cleaner is required to respect the confidentiality of all matters relating to the college, students and staff.
Probationary Period:	The post is subject to the satisfactory completion of a four week probationary period.

### General Requirements

- St Paul's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Scheme (DBS) at an enhanced level.
- The post-holder should be aware of and comply with and assist with the development of policies and procedures relating to child-protection, confidentiality and data protection, and report any concerns to an appropriate person.
- The post-holder should be aware of and support difference and ensure equal opportunities for all.
- The post-holder is expected to support the overall ethos, aims and work of the college.
- The post-holder must not be on contract with the 6<sup>th</sup> form team at the time of appointment. If the post-holder goes onto contract during the period of employment their suitability for continuing in this role will be reviewed.