



# In-house Cleaning Team Job Pack

**We are looking for hard working and reliable Cleaners to join our in-house Cleaning Team**

**Permanent Contract**

**15 hours per week (3.30pm - 6.30pm Monday-Friday)**

**Term time + INSET Days + 3 Weeks Deep Clean**

**Salary - Kent Range 3**

**£17,365 FTE (Actual Salary £6364, Hourly Rate £9)**

***Closing date: Friday, 13th December 2019 at 9am***

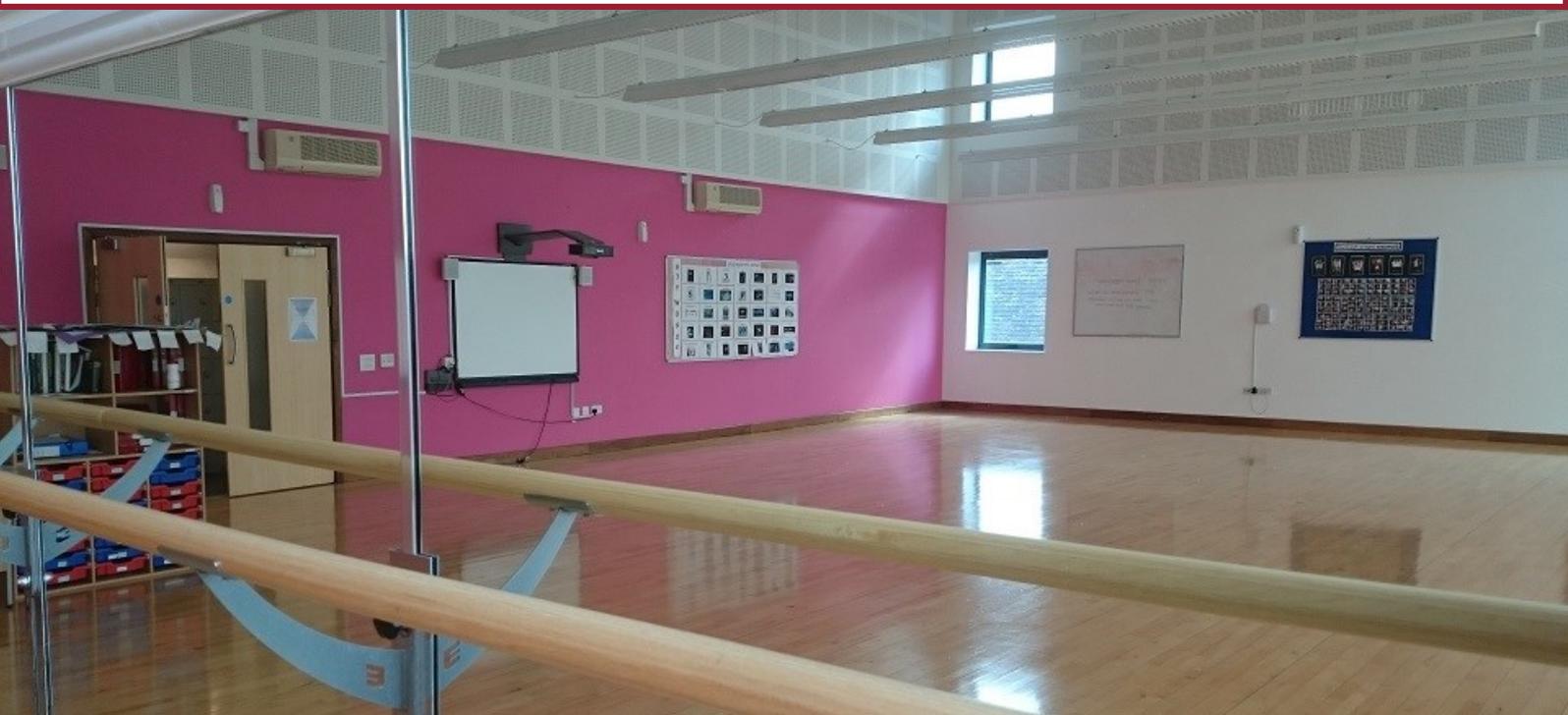


## **We are looking for Cleaners to join our Site Team. Are you someone.....**

- Who understands the importance of cleanliness and hygiene in a school?
- Who is punctual, hardworking, reliable and trustworthy?
- Who is flexible and works well in a team?
- Who, after the necessary training, is able to provide a comprehensive cleaning service including the operation of domestic and industrial cleaning equipment and materials?

**.....then this job vacancy is for you.**

*DSTC 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.*



## OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

## THE ROLE

DSTC has an in-house cleaning team who enjoy full KCC terms and conditions including access to pensions, life insurance and the Kent Rewards discount scheme. We are looking for Cleaners who are hardworking and committed to ensuring that our premises reflect the high standards of the school to join this team.

## WHAT WE CAN OFFER YOU

Five days per week 3.30pm-6.30pm.

Term time plus 5 INSET Days and 3 weeks deep clean (1 week in the Easter break and 2 weeks in August).

All cleaning staff are required to work all 42 weeks and full details of working weeks are provided at the start of the academic year. Holiday pay is included in the annual salary and there is no further holiday entitlement. Cleaning staff are part of the support staff team and are subject to the same procedures (including probation, absence and disciplinary policies) as all other staff.

Salary - Kent Range 3: £17,365 FTE (Actual Salary £6364, Hourly Rate £9)

## HOW TO APPLY

An application form is available on our website [www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk), completed forms should be emailed to Lucy Jarvis ([lucy.jarvis@dstc.kent.sch.uk](mailto:lucy.jarvis@dstc.kent.sch.uk)) or posted to the school address. Applications by CV are not accepted. Closing date for applications: **Friday 13th December 2019 at 9am**. In cases where we receive a high volume of applications for a post we may bring the closing date forward. You are therefore advised to submit your completed application form as early as possible to avoid disappointment.

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## HOW TO CONTACT US

Dartford Science and Technology College  
Heath Lane, Dartford, Kent DA1 2LY  
Tel: 01322 224309 [www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk)

If you would like any further information please contact Lucy Jarvis on 01322 224309 or by email to [lucy.jarvis@dstc.kent.sch.uk](mailto:lucy.jarvis@dstc.kent.sch.uk)

## **JOB DESCRIPTION**

Post : Cleaner

Responsible to: Site Manager and on-site Cleaning Supervisor

Hours per week: 15 hours  
15.30 – 18.30 Monday - Friday

Weeks per year: 42 weeks -  
Term time plus INSET Days plus 3 Weeks Deep Clean

### **KEY DUTIES, RESPONSIBILITIES and VALUES :**

- To provide a comprehensive cleaning service of all allocated areas in line with specified standards and as directed. This will include dusting, vacuuming, washing floors, emptying bins etc to ensure high standards of cleanliness and hygiene at all times.
- To operate domestic and industrial cleaning equipment and materials, following appropriate training.
- To clean and maintain toilets to ensure hygiene standards are met, refilling and replacing any soap, towels and other materials as required.
- To store allocated equipment and materials safely and securely.
- To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to your line manager immediately.
- To collect and dispose of waste.
- To undertake during school closures or other designated periods a specialised cleaning programme or “deep clean” of all specified areas to ensure all areas are clean and fresh. This will involve undertaking both high and low level cleans within each area.
- Such other duties as the Principal or Governors may from time to time require.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.