



# 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**

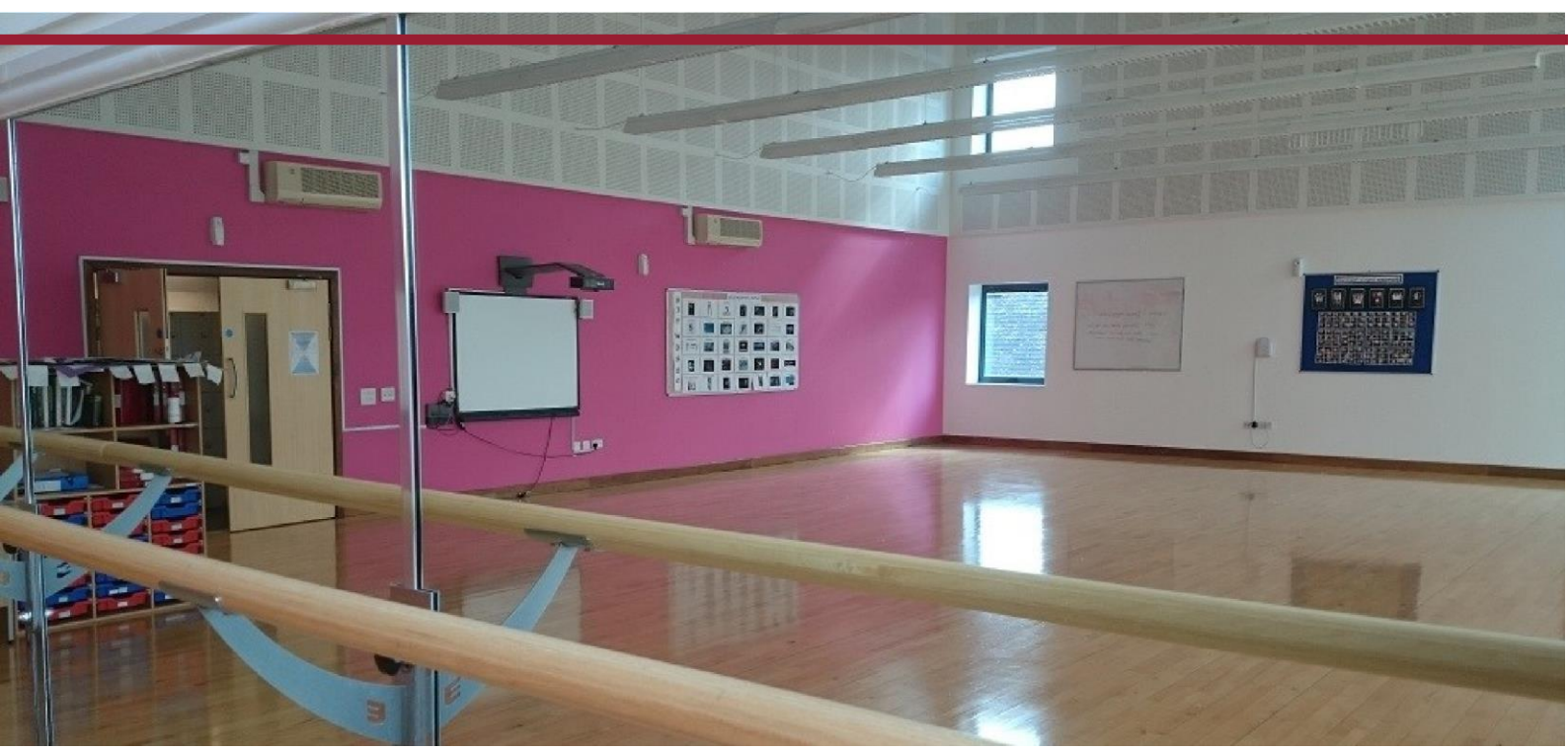
**Salary - Kent Range 3  
£21,293 FTE (Actual Salary £8,067)**



**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 and an online 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 excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils; behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents (Ofsted March 2022).

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn without disruption.

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

## **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.

## **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 Susan Wells ([Susan.Wells@dstc.kent.sch.uk](mailto:Susan.Wells@dstc.kent.sch.uk)) or posted to the school address. Applications by CV are not accepted. 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.

*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 successful candidates.*

## **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 Susan Wells on 01322 224309 or by email to [Susan.Wells@dstc.kent.sch.uk](mailto:Susan.Wells@dstc.kent.sch.uk)

## **JOB DESCRIPTION**

**Name:**

**Post Held:** Cleaner

**Responsible to:** Site Manager

**Hours per week:** 15 hours

15.30 – 18.30 Monday – Friday (no break)

**Weeks per year:** Term time plus INSET Days plus 3 Weeks Deep Clean

### **CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF**

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
- To be committed to safeguarding and promoting the welfare of all young people.
- To undertake annual safeguarding training.
- To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
- To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
- To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

### **KEY DUTIES AND RESPONSIBILITIES:**

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.