



**THE SALTERNS ACADEMY TRUST  
ADMIRAL LORD NELSON SCHOOL  
DUNDAS LANE  
PORTSMOUTH  
PO3 5XT**

**Tel: 023 9236 4536  
Email: [recruitment@alns.co.uk](mailto:recruitment@alns.co.uk)**

**Headteacher: Chris Doherty**

## **CLEANER**

**Salary: Band 1 (£23,473 Full Time Equivalent)  
(12.5 hours per week, £7,579)  
(15 hours per week, £9,095)**

**Hours: Morning Vacancy - 12.5 hours per week (2.5 hours per day, 6.00am-8.30am) Term time only plus 4 weeks (43 weeks per year)  
OR  
Afternoon Vacancy 15 hours per week (3 hours per day, 3.00pm – 6.00pm) Term time only plus 4 weeks (43 weeks per year)**

**Contract: Permanent  
Start date: As soon as possible  
Closing date: 28<sup>th</sup> February 2025  
Interviews: As soon as possible**

The Salterns Academy Trust is a learning community where every member of staff understands the difference they can make to our students' outcomes.

We are looking to appoint an enthusiastic and motivated cleaner to work within our team as well as on their own. The roles are varied as outlined in the job description. Previous experience is not necessary, full training provided.

The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

\*Please note online checks will be carried out at shortlisting stage\*

**Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.**

To apply please complete the application form that can be found on the website [www.alns.co.uk](http://www.alns.co.uk) and return it together with your letter of application to [recruitment@alns.co.uk](mailto:recruitment@alns.co.uk) by midday Friday 28<sup>th</sup> February 2025.

All applications will be acknowledged, and unsuccessful candidates will be notified.

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Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK ([www.gov.uk](http://www.gov.uk))

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

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<b>JOB ROLE:</b>	<b>Cleaner</b>
<b>PAY BAND:</b>	<b>1</b>
<b>HOURS:</b>	<b>Morning Vacancy 12.5 hours per week (2.5 hours per day – 6.00am – 8.30am) OR Afternoon Vacancy 15 hours per week (3 hours per day – 3.00pm – 6.00pm) Term time only plus 4 weeks (43 weeks per year)</b>
<b>REPORTS TO:</b>	<b>Cleaning Team Leader</b>

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

### Key Purpose

- To provide a high standard of cleanliness of the site at all times. This will be achieved by undertaking any cleaning duties as directed by the Cleaning Supervisor. Ensure all Health and Safety Regulations, COSHH requirements and agreed Codes of Practice for PCC employees are adhered to. Adhere to the school dress code.

### Accountabilities

1. To undertake either individually or as part of a team, the cleaning of premises and ensure they are kept in a clean and hygienic condition.
2. Carry out various cleaning duties such as: emptying of litter bins, dusting/polishing of furniture and fittings, damp wiping fixtures and fittings, vacuum cleaning, damp mopping and using a variety of electrical cleaning equipment.
3. Duties may also include other periodic tasks, e.g. wall washing, carpet cleaning, resurfacing of floors, washing furniture and internal cleaning of blinds.

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4. All duties must be carried in accordance with the Health and Safety regulations and COSHH regulations and Codes of Practice for PCC employees.
5. Report to the Cleaning Supervisor when sick or absent, giving as much notice as possible and complete daily time sheets as required.
6. To be aware of the school's security arrangements and responsible for the security of keys, and the locking and unlocking of doors as necessary.

### Accountabilities within Whole School

1. Fully comply with the Health and Safety at Work Act 1974 etc, the Schools Health and Safety Policy and all locally agreed safe methods of work.
2. To establish and maintain positive, professional relationships with students and staff.
3. To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.
4. To participate in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, contributing to the identification of own professional development needs and attend relevant meetings.
5. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
6. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.
7. To participate in the Personal Development curriculum for our students, leading and support events as required.
8. To establish and maintain positive, professional relationships with students, staff and parents.
9. To take responsibility for your own wellbeing.
10. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

***This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.***

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