



## **The Bishops' Blue Coat CE High School**

### **Cleaner**

**Commencing:** As soon as possible

**Job Type:** Permanent Contract

**Hours Per Week:** 10 hours per week (2 hours per day)

**Full year with 26 days holidays plus bank holidays**

We are seeking to appoint a hardworking and committed individual to undertake the cleaning of designated areas to a high standard throughout the school, during term time and school holidays.

You would be joining our team of cleaners working under the supervision of the Facilities, Health and Safety Manager. Experience is welcome, but not necessary, as training will be provided.

If successful, all pre-employment checks including an Enhanced Disclosure and Barring Service check (DBS) will be carried out by school.

### **MAIN RESPONSIBILITIES**

Vacuuming, mopping, sweeping, buffing, washing, emptying of litter bins, polishing and dusting of designated areas (which will include toilets and/or shower areas) and fixtures and fittings using, where appropriate, powered equipment.

Notwithstanding the detail in this job description, in accordance with the school's flexibility policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

### **OCCASIONAL TASKS**

- Cleaning of carpets.
- Scrubbing of floors.
- Cleaning up broken glass.
- Deep clean.
- Window cleaning.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of general education.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Cleaning Qualification.</li> <li>• First Aid Certificate.</li> <li>• Basic Health &amp; Hygiene Certificate.</li> <li>• COSHH Certificate.</li> <li>• Manual Handling Certificate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of cleaning products.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good team worker.</li> <li>• Flexibility.</li> <li>• Able to work on own initiative.</li> <li>• Good organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Operation of cleaning equipment.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Reliable and trustworthy.</li> <li>• Enthusiastic personality.</li> <li>• Sense of humour.</li> <li>• Self-motivated and proactive.</li> <li>• Able to work on own initiative.</li> <li>• Punctual time keeping.</li> <li>• High standards of work.</li> <li>• Good verbal communication.</li> <li>• Customer care skills.</li> </ul>	