



# PRINCE'S MEAD

- POST:** School Cleaner (4 positions available)
- REPORTS TO:** Domestics & Lettings Manager
- CONTRACT:** Permanent
- SALARY:** Starting from £12.00 per hour. Salaries are reviewed annually by the School with any increases taking effect from 1<sup>st</sup> September.
- CONTRACTED HOURS:** 25 hours every week – Monday to Friday inclusive, working from 4pm – 9pm or 5pm – 10pm (5 hours) each weekday evening.
- BENEFITS:** Onsite parking, pension contribution.
- HOW TO APPLY:** To apply please email [recruitment@princesmeadschool.org.uk](mailto:recruitment@princesmeadschool.org.uk) attaching your current CV or by phone for further information on **01962 888000**.



## INTRODUCTION

We are looking to recruit 4 reliable and committed part time cleaners to join our friendly Estates team. The ideal candidates will be well motivated, hardworking, reliable and work well individually and as part of a team.

Cleaning experience is desired, but we will consider all applications and necessary training provided if required. Daily tasks include vacuuming, damp wiping and sanitising, mopping floors, cleaning washrooms and toilets, emptying bins.

We would like to invite you to the school to discuss this role and are happy to explain the application process. We look forward to hearing from you.

## ROLES AVAILABLE

All information below is able to be discussed during your visit to the school.

- 52-week contracts available
- Weekly Hours – 25.
- Starting from £12.00 per hour. Salaries are reviewed annually by the School with any increases taking effect from 1<sup>st</sup> September.

To apply please email [recruitment@princesmeadschool.org.uk](mailto:recruitment@princesmeadschool.org.uk) attaching your current CV or by phone for further information on **01962 888000**.

## CORE RESPONSIBILITIES

- To clean a range of school areas as outlined in a weekly and monthly schedule within a timescale and to the required standard. The time for cleaning is: 4pm – 9pm or 5pm – 10pm. Areas include:
  - Communal areas and public spaces
  - Staircases
  - Teaching and study areas
  - Toilets and changing facilities
  - Sports Hall
  - Nursery Building.
- To carry out cleaning duties:
  - On a variety of surfaces
  - In a variety of buildings and at different floor levels
  - At a range of height levels including floors, worktops, shelves and on top of furniture
  - Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters
  - Using a range of non-hazardous cleaning products in accordance with instructions and training.
- To lock up and secure the building on departure.
- To use specialist cleaning equipment such as steamers and carpet cleaners in accordance with instructions and after completing additional training.
- To carry out deep cleaning of allocated areas as required, for example: at the end of term, before term starts and after building works or maintenance tasks.
- To ensure that stocks of cleaning products are maintained.
- To empty bins and carry bin bags to designated collection points.
- To comply with statutory requirements and School policies by:
  - Carrying out duties in accordance with training and instruction received
  - Using appropriate personal protective equipment and safety equipment
  - Using the appropriate colour coded mops, buckets and cloths as instructed during training
  - Using only cleaning products and equipment supplied by the school
  - Informing the Supervisor or Health & Safety Officer of any potential hazard or danger
  - To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work
  - Reporting all accidents.
- To report all maintenance requirements to the Domestics & Lettings Manager.
- To attend and take part in all in-house training.
- To be willing to work in all areas of the school to cover for other staff on holiday or sick leave.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.

## KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

### *Skills*

A good command of the English Language	Essential
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### *Experience*

Previous experience in a cleaning role	Desirable
Previous experience within a similar organisation	Desirable

### *Personal attributes*

Commitment to safeguarding children and young people	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
The ability to work well as part of a team and also show independent initiative	Essential
A flexible approach and willingness to carry out a variety of tasks	Essential
A high level of self-motivation	Essential

## SAFEGUARDING STATEMENT

Prince's Mead puts at the centre of its operation the safeguarding of the pupils of the school. There is a commitment to keep safeguarding at the forefront of every employee and volunteer's mind. We encourage a culture of challenge, not just to act when there is a need, but also in the way we think to ensure the risks of harm to the pupils' individual welfare are minimised.

This post is exempt from the Rehabilitation of Offenders Act 1974. Job applicants will undergo appropriate child protection screening and pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Successful applicants must complete mandatory pre-employment training in safeguarding and other key areas before the commencement of employment.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

## EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer, Prince's Mead is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Prince's Mead.