



BELMONT GROSVENOR *School*

JOB DESCRIPTION & PERSON SPECIFICATION

- JOB TITLE** Part time Cleaner & Support Team Member - **ALL YEAR ROUND**
3.00pm – 6.00pm DAILY
- RESPONSIBLE TO:** Headteacher/School Business Manager
- RESPONSIBLE FOR:** General cleaning duties & other support duties
- JOB PURPOSE:** A hardworking and enthusiastic cleaner is needed to join our support team, working in all areas of the school. The applicant should take pride in their work and have high standards, so that all stakeholders have a clean and safe place to learn, work and visit.

- Cleaning of the school, including classrooms, offices, toilets, dining rooms, public areas, gym, sport changing facilities and all other areas as required, on a daily, weekly, termly basis. This will include tasks such as vacuuming, wet/dry dusting, polishing, sweeping, mopping, stock replenishment, internal window cleaning. This is not an exhaustive list
- Take initiative to perform cleaning and tidying tasks that are not specifically listed but require attention as part of maintaining overall high standards
- Use appropriate equipment and machinery to carry out duties, including vacuums, floor polishing machines, high level cleaning equipment, step ladders
- Removal of all waste to the allotted waste areas on a daily basis
- Monitor stock levels of cleaning materials and report to the School Business Manager in a timely manner for ordering purposes
- Preparation for school functions as required
- Report any maintenance issues to the Caretaker or School Business Manager in a timely manner
- To keep up to date with School Policies and relevant legislation and regulations including Health & Safety and Control of Substances Hazardous to Health (COSHH) and apply these to your duties
- Undertake training as required
- All other additional duties that you may from time to time be required to undertake to meet the needs of the School.

PERSON SPECIFICATION

- Previous cleaning experience
- Good working knowledge of Health and safety and your responsibilities as an employee
- Ability to work as part of a team and be flexible
- Able to establish good relations with all members of the school community, including the Head, teachers, pupils and parents.
- High standard of personal hygiene and appearance
- Ability to prioritise work load and use initiative
- Ability to work flexibly to meet deadlines and respond to unplanned situations as they arise
- have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation the safeguarding of children
- Good understanding of spoken and written English
- Salary dependent on qualifications and experience.

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with employers and the Disclosure and Barring Service.