



## BELMONT GROSVENOR

### JOB DESCRIPTION

- Job Title:* **PART TIME CLEANER**
- Responsible to:* Headmistress , School Business Manager & Caretaker
- Direct involvement with:* All staff – depending on area to be cleaned
- Hours:* **4 hours per day**
- Job Purpose:* To help ensure the School (which includes the Magic Tree Nursery is presented to the best standards of cleanliness at all times.
- The cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed
- Main Duties:* The role will have responsibility for cleaning duties within the school buildings and specifically:
- Be responsible for ensuring the cleanliness of your designated areas and for maintaining high and consistent standards.
  - to ensure that all areas are cleaned, equipped and prepared on a daily basis and for all functions
  - to work in an efficient and organised way, and to clean areas as per list;
  - take initiative to perform cleaning and tidying task as required to maintain the overall high standards at all times
  - to deep clean areas during School closure periods, i.e. floors stripped and polished, windows cleaned, desktops/furniture/whiteboards/top shelves cleaned;
  - to ensure all Health & Safety regulations are complied with and to implement the Health & Safety Policy at all times, reporting accidents in accordance with that policy;
  - report cleaning supplies requirements and stock levels to the Caretaker in a timely manner;
  - to perform any other reasonable and appropriate duties as directed by the Headmistress, School Business Manager, Caretaker
- Person Specification*
- experience of work-place cleaning
  - experience and understanding of Health & Safety regulations, including (but not exhaustive) COSHH, Manual Handling, Risk Assessments, Lone Working
  - able to work both alone and within a team to achieve specified standards
  - ability to manage time effectively and prioritise work load and task
  - have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation the safeguarding of children
  - A good understanding of both spoken and written English

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Applicants must complete the application form. CV only applications will NOT be considered. A copy of the schools Safeguarding strategy is part of the pack. Equal Opportunities form, DBS Checks form and Staff Disqualification Declaration form are also attached and should be returned with your application. These are required to monitor the school's policies in these areas and do not form part of the selection process.