

WOODHOUSE GROVE SCHOOL

OUTLINE JOB DESCRIPTION

JOB TITLE:	Evening Cleaner (part time)
LOCATION:	Ashdown Lodge at Bronte House School
RESPONSIBLE FOR:	To ensure a high standard of cleanliness in the school is maintained using correct materials and equipment.
SUPERVISION AND GUIDANCE:	Supervision and guidance on working practices and procedures will be provided by the Domestic Services Supervisor or any person delegated to act on his behalf.
HOURS OF WORK:	17.5 hours per week. 4.30pm – 8.00pm Monday to Friday.
CONTRACT TYPE	All Year Round
SALARY	£11.44 per hour increasing to £12.00 per hour in May.

RESPONSIBILITIES FOR ASSETTS/MATERIALS

For the economic use of materials belonging to the company
For appropriate use and maintenance of all equipment used in the course of duties
For the security of confidential information
For the security of the premises and its contents

LIST OF DUTIES

Using the correct materials and equipment, you are required to clean your designated area as follows:-

- Empty internal waste bins
- Remove litter from floors and other parts of your designated area
- Mop floors
- Vacuum floors
- Wipe down tops
- Dust and polish tops
- Clean low level glazed areas
- Clean and sanitise sanitary fittings
- Remove cobwebs
- Wipe down walls
- Remove stains
- Remove rubbish to skips
- Check and report faults and damages to the Caretaker
- Keep your materials and equipment tidy and report any faults or damages to the Caretaker
- Clean skirting boards and wipe down doors and door frames
- Clean carpets
- Polish floors

Any other cleaning work as may be instructed by the Domestic Services Supervisor from time to time

The items listed above will be carried out on either a daily, weekly, monthly or termly basis as directed by the Domestic Services Supervisor.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview. For further information on which offenses should be disclosed please visit the following pages:

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>

Unlock - <https://www.unlock.org.uk/contact-us/>

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

Benefits

- **Holiday.** You’ll get 20 days plus 3 occasional days plus Bank Holidays, after a qualifying period you’ll be able to purchase up to an additional 5 days leave
- **Pension.** We know how important it is to save towards your future, that’s why we’ll contribute 6% into your pension.

- **Wellbeing.** Positive health and wellbeing enables you to thrive as an individual. When you join us you'll have access to our Employee Assistance Programme with a range of health benefits and support to suit your lifestyle.
- **Life Insurance.** When you join us we will provide death-in-service life insurance of 3 x your basic salary.
- **Go Green.** Colleagues have the opportunity through salary exchange to participate in our cycle to work scheme and we have free onsite EV charging.