



3.

RICHARD PATE SCHOOL

SCHOOL CLEANER – INFORMATION PACK

Title:	School Cleaner
Reports to:	Cleaning Supervisor
Employment:	Part-time, term time + 4 weeks (1 week during Christmas and Easter holidays; 2 weeks during Summer holidays)
Hours:	15.0 hours per week (4pm – 7pm, Monday to Friday)
Salary:	Annual Salary will be based on an hourly starting rate of £9.25 per hour (£6,979.13 per annum)
Start Date:	ASAP

JOB DESCRIPTION

Scope and Purpose

As a member of our friendly School cleaning team, you will be responsible for cleaning designated areas of the School as allocated by the Cleaning Supervisor.

Responsibilities and Tasks

1. To use cleaning materials and equipment as instructed by the Cleaning Supervisor, after receiving proper instruction and training.
2. To thoroughly disinfect communal touch points: door handles and frames, light switches, chair backs and seats, desk surfaces, bannisters, toilet flushes and sink taps.
3. To dust/wash carefully (with clean dusters/cloths) desks, ledges, skirting boards and other places where dust may lodge.
4. To vacuum carpeted areas and spot-clean any spillages.
5. To sweep all uncarpeted floors thoroughly.
6. To wash or mop floors in cloakroom and toilet areas. (This may involve use of a cleaning machine after proper instruction and training).
7. To empty and clean bins, and remove waste to designated areas.
8. To clean toilets and replenish toiletries (soap, toilet rolls, etc).
9. To clean handbasins and drinking fountains.
10. To wash off dirty marks on wall tiles and mirrors.

11. To clean internal glass, and internal and external door glass.
12. To carry out such other duties as may be allocated from time to time.
13. To report any hazards to the Cleaning Supervisor.

N.B. Cleaning and dusting duties will all be carried out while standing on the ground.

PERSON SPECIFICATION

Education, Qualifications and Training:

- None essential as training will be given.

Experience:

- Previous experience of cleaning would be helpful, but is not essential.

Aptitudes and Skills:

- Be a strong team player, able to communicate well with colleagues.
- Be punctual, reliable, flexible, trustworthy, cheerful, thorough and hardworking.

SAFEGUARDING AND PROBATION

We are 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 the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children. The School's Safeguarding Policy is available on our website: www.richardpate.co.uk.

The successful applicant's appointment will be subject to successful completion of a 3 month probationary period.

FURTHER INFORMATION

Up to date information and policies (including '*Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice*') may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our bursary on 01242 522052.

HOW TO APPLY

To apply, please download an application form from our website, or call Mrs Wray on 01242 522052 who can provide you with an application form.

Please post completed application forms to the following address:-

Mrs Lucy Cox - Bursar
The Richard Pate School Bursary
Southern Road
Cheltenham, GL53 9RP

Alternatively, e-mail to: bursar@richardpate.co.uk

Applications must be received **by Thursday 18 November 2021 (5pm)**.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. And is an equal opportunities employer. In accordance with the DfE's Keeping Children Safe in Education 2019 references will be sought on all short-listed candidates prior to interview.