



<b>JOB TITLE:</b>	Cleaner - commencing September 2022
<b>LOCATION:</b>	Giggleswick School
<b>RESPONSIBLE TO:</b>	Deputy Facilities Manager
<b>HOURS OF WORK:</b>	30 hours per week (6.30am – 12.45pm) These positions are a permanent, 52 week contract
<b>SALARY:</b>	£9.50 per hour
<b>ANNUAL LEAVE:</b>	20 days + 8 Public Bank Holidays

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### **JOB PURPOSE**

Duties of this role include cleaning the offices, general meeting rooms, boarding houses, House Masters' accommodation, classrooms, sports facilities and chapel. Cleaning the communal areas, pupil areas, toilets, bathrooms and bedrooms. It may also occasionally include helping out with working in the laundry.

As part of the team, you would be expected to cover aspects of other roles if this is required at the time and is deemed reasonable by the Deputy Facilities Manager.

To be available for important school functions e.g. Speech Days, Open Days, Easter Lettings and Summer Lettings.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Vacuuming
- Hard floor cleaning
- Cleaning windows (inside)
- High Dusting
- Polishing
- Clean bedrooms and bathrooms
- Carpet Cleaning
- General cleaning of designated areas
- Undertaking training to fulfil the requirements of the role (this includes annual statutory training for all staff covering COSHH, infection control, moving and handling, fire safety, health & safety and Safeguarding)
- Any other duties than those listed above as required and deemed reasonable by the Deputy Facilities Manager

### **OTHER**

1. Other tasks may develop and been added to this role, following suitable training and subject to time available.
2. Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.
3. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.
4. This job description may be amended at any time following discussion between the Bursar, Facilities Manager and member of staff and will be reviewed annually.
5. You will be expected to be fully conversant with and implement the School's range of equality and diversity and safeguarding policies and procedures to ensure the health, safety and welfare of all pupils and staff.
6. You will participate in the School's appraisal scheme and undergo further professional development in line with the needs of the School.
7. You will support with any other duties commensurate with grade and status as may reasonably be requested.

<b>Person specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>There are no specific qualification requirements for this role</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of high standards of literacy and numeracy to a minimum GCSE English and maths Grade A*- C.</li> </ul>
<b>Values/Personal Qualities</b>	<ul style="list-style-type: none"> <li>Smart, professional appearance</li> <li>Drive, commitment and enthusiasm</li> <li>A team player, willing to work collaboratively within the department</li> <li>Good verbal communication skills – a friendly and professional manner</li> <li>Ability to prioritise own workload and use initiative</li> <li>Good work ethic with the desire to deliver a high standard of customer service</li> <li>Ability to communicate sensitively with children</li> <li>Willingness to learn and develop as fits with the responsibilities for the role</li> <li>Ability to maintain confidentiality and privacy of School and Pupil matters</li> <li>Empathy with Giggleswick’s core values and mission</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Experience isn’t essential as training will be provided for the right candidate</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of providing professional cleaning services</li> <li>Experience of working in a School / Boarding School</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Pride in work</li> <li>Ability to work calmly and efficiently at busy times</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of infection control requirements in relation to this role, (for example, understanding the requirements for using colour coded equipment for different areas)</li> <li>Basic knowledge of COSHH regulations</li> <li>Ability to use appropriate equipment, for example, carpet shampoo machines, washing machines, etc.</li> </ul>

#### **Probation Period**

The first six months’ of employment will be probationary. The probationary period may be extended at the School’s discretion.

#### **Health & Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School’s Health and Safety policy.

#### **Equal Opportunities Employer**

Giggleswick 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 Rachel Atack, Human Resources Manager, reatack@giggleswick.org.uk

### **Child Protection and Safeguarding Policy**

Giggleswick 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.

If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's Designated Safeguarding Lead (DSL), or to the Headmaster.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### **School Values**

You must ensure your work, communication and approach conforms to the brand values and style of the School. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.

April 2022