



**ST EDMUND'S
SCHOOL**
CANTERBURY

Cleaning Operative Candidate Pack

Permanent Part-time Post: October 2022



DETAILS OF THE POST

Details about the post	
Grade	Pay range confirmed on enquiry
Type of post	Part-time, 20 hours per week (Permanent) Ideally to be worked as an early morning shift, but timings flexible
Holiday	5 weeks pro rata
Start Date	17 th October 2022
Post & Department	
Introduction	<p>The Cleaning Operative team are an integral part of the St Edmund's Business Support function, ensuring all areas of the School are clean and hygienic, creating a positive working and living environment for all staff and pupils. Working as part of the Estates department the role is integral to the smooth running of the School.</p>
Department	<p>Led by the Cleaning Manager, and overseen by the Estates Manager, the cleaning team is made up of approximately 20 cleaners. The wider team include Maintenance, Grounds, Gardens, Minibus drivers, Premises and Laundry.</p> <p>In accordance with the highest standards, a full induction and training schedule will be implemented prior to commencement of tasks.</p>



JOB DESCRIPTION

Purpose: To perform general cleaning and associated duties to ensure that all assigned areas are clean and hygienic.

Main Duties:

- General cleaning duties to include cleaning, washing, mopping, polishing and vacuuming of the assigned areas to the required standard (this list is not exhaustive).
- Empty bins etc. and remove waste to designated areas.
- Clean toilets and washrooms to the required standard where allocated.
- Clean work surfaces and other furniture as directed.
- Undertake a periodic complete deep clean of all assigned areas.
- Hand in lost property to the Cleaning Manager.
- Maintain stock levels of cleaning equipment and supplies for assigned area.
- Keep all equipment in safe working order and report any faults to the Cleaning Manager.
- Leave the assigned area in a clean and safe state on completion of shift.
- Use equipment and cleaning materials as directed and in accordance with instructions and current legislation (to include the correct use of PPE).
- Comply with instructions relating to security and confidentiality.
- Undertake additional duties as directed by the Cleaning Manager which are deemed necessary and which may be reasonably required within the level of the post.
- Attend all training meetings and training courses as required by the Cleaning Manager.
- Familiarise and comply with the School's Health and Safety Policy and report any hazards or potential hazards to the Cleaning Manager
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A
Skills and Experience	<ul style="list-style-type: none">• Practical• Ability to read and take instructions• Excellent communication and organizational skills	<ul style="list-style-type: none">• Experience working as a cleaner• Basic Health and Safety understanding• Understanding general needs of the School
Personal Qualities	<ul style="list-style-type: none">• Responsible, honest and reliable• Good command of the English language	



CONDITIONS OF SERVICE

BENEFITS

Workplace pension, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff during term time.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury 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 past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

Applications must take the form of an application form which includes the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application **9.00am Monday 3rd October 2022**, however early applications will be welcomed and interviews can be arranged prior to the deadline for suitable candidates. Applications should be emailed to recruitment@stedmunds.org.uk.

