



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

SCHOOL CLEANER

£5,769 per annum Scale 1a Point 5

10 hours per week, full time permanent

Work Pattern: Morning shift 6.15am – 8.15am (2 hours per day)

We are looking to appoint a conscientious and reliable cleaner to play a key role in helping maintaining our school site as part of our cleaning staff, ensuring a welcoming and safe environment for the whole school community.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk.

How to apply

For further information and an application pack, please visit the Job Vacancy section of the school's website <http://www.draytonmanorhighschool.co.uk/Employment-Opportunities> or contact the school's Human Resources Department on 020 8357 5604.

Deadline for Application:

Monday 21 January 2019 at midday.

No Agencies, CVs or faxes.





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Cleaner
SALARY	Scale 1a
RESPONSIBLE TO	Facilities Manager
JOB PURPOSE	To be responsible for providing an effective and efficient cleaning service within the school

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To ensure that your area of responsibility is cleaned to an agreed standard.
- Areas to be cleaned to include floors, furniture, walls, windows etc.
- To remove graffiti and chewing gum whenever possible.
- To be responsible for your own safety including not climbing on furniture to reach areas.
- To agree to cover other areas in cases of staff absence when asked by the Cleaning Supervisor, the Site Manager or Caretaker on duty.
- To use the equipment and cleaning substances in accordance with instructions, and to be aware of health and safety implications.
- To use any machinery in accordance with instructions.



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PERSON SPECIFICATION

POST TITLE

CLEANER

HOURS OF WORK

10 hours per week

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• General education to age 16• Reasonable standard of literacy and numeracy	
Experience	<ul style="list-style-type: none">• Experience of understanding a range of cleaning jobs• Some knowledge of Health and Safety regulations as they relate to the operation of cleaning equipment and use of cleaning materials• Willingness to take personal responsibility for standard of work carried out	<ul style="list-style-type: none">• Experience of an Educational Institution or other organisation involving young people
Ability / Skills	<ul style="list-style-type: none">• To be able to clean to a high standard• To be able to prioritise tasks• To be able to assess the need to clean and take appropriate action	
Equal Opportunities	<ul style="list-style-type: none">• Awareness of and commitment to the school's Equal Opportunity Policy	
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	<ul style="list-style-type: none">• Courteous• Well organised• Positive attitude and approach• Enthusiastic and hard working	