

Cleaning Operative

Contract: Permanent

Working Hours: All year round. Full-time and part-time positions available

Job Purpose	The role of the Cleaning Operative is to provide efficient and effective cleaning support to the School, including ensuring that the security and general appearance of all buildings and surrounding areas are maintained to the highest possible standard. The Cleaning Operative will provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by teaching staff and pupils who occupy it.
Accountable to	Head of Estates
Main Duties and Responsibilities	<ul style="list-style-type: none"> • Emptying and sorting waste and recycling bins or similar receptacles and transporting materials to designated collection points • Sweeping floors with brushes or dust control mops • Mopping floors with wet or damp mops • Suction cleaning of carpeted areas and 'spot' cleaning carpets • Using electrically powered scrubbing/polishing machines to burnish, scrub, polish, spray floors (after receiving appropriate instruction and training) • Using electrically powered pick-up machines • Dusting, damp-wiping, washing or polishing the furniture, ledges, windowsills, external surfaces of cupboards/radiators/shelves/water coolers and fittings • Replenishment of consumable items such as soap, toilet rolls, paper towels, as required • Cleaning of toilets, urinals, hand washbasins, sinks, showers, tiled wall surfaces and drinking fountains • Using such chemical agents as directed by Supervisors and Line Management in a safe and hygienic manner • Undertaking wall washing or inside windowpane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes • Cleaning of fridges, cookers and work surface areas in any staff kitchen or food tech area • Assisting with the cleaning/tidying up of external areas as required

	<ul style="list-style-type: none"> • Ensuring that buildings being worked in are secured once cleaning operations have finished. This includes: ensuring that all windows are locked; all items of non-essential electrical equipment have been turned off at the sockets; all external ground floor doors are secured/locked; the building alarm system has been activated • Observing safe working practices in carrying out the required cleaning duties ensuring that instructions specified by technical consultants, contractors and manufacturers are adhered to • Undertaking any/all appropriate training as required by Line Management • Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading, as required by the Cleaning Supervisor, Maintenance Manager or Estates Manager
<p>Person Specification</p>	<ul style="list-style-type: none"> • Experience of cleaning educational or commercial premises, or a willingness to learn • Physically fit; to be able to bend, stoop and twist; lift & carry cleaning equipment • A positive "can do" attitude and approach to their work • Enthusiastic about providing a clean and pleasant working environment, and understanding why this is important to those occupying it • Take pride in your work and maintain high standards • Be organised, thorough and flexible in your approach • Work well as part of a team • Be able to work under minimum supervision • Willing to work outside of standard "office hours" such as early morning or late evenings • Be willing to undertake training as identified

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#).

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).