



PRESTON MUSLIM GIRLS  
— HIGH SCHOOL —

# Candidate Information

School Cleaner





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Welcome to Preston Muslim Girls High School, a progressive, successful, and deeply caring establishment where our aim is to provide an excellent academic education within the structure of the national syllabus. At the same time, however, we also strive to help each girl to develop her own character and achieve her personal potential and ambitions through a deep appreciation of her faith (Islam). Supported by our own Tarbiyah programme we promote Islamic morals and manners for all our students on their journey to becoming valued members of society.

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# Welcome from the Headteacher

Dear Applicant,

I would like to welcome you to Preston Muslim Girls High School, a popular and highly regarded non-selective high school for girls, underpinned by its Islamic ethos. Having proudly served the local community for many years, we combine traditional values with a forward-looking and a vibrant learning environment. Where young people are nurtured to become considerate, confident, and well-rounded individuals. We have created an environment where expectations are high, ambitions are great, and values are deeply rooted; where girls grow in confidence and are able to pursue their dreams.

Our approach to academic study is varied, disciplined, and fosters a life-long love of learning. We value our school, the community we serve, and celebrate diversity. As a result, our young people are able to make informed and positive life choices. They are equipped to face the challenges of a fast-changing and competitive world. We are proud of our track record of strong examination results, the wealth of our extra-curricular provision and the strength of our careers education, advice, and guidance.



**Mr R Patel**  
**Headteacher**



## Job Description

<b>JOB TITLE:</b>	School Cleaner
<b>RESPONSIBLE TO:</b>	Site manager
<b>SALARY:</b>	Grade 2 SCP 2 £23,656 pro rata
<b>HOURS:</b>	10 hours per week – (4-6 daily, flexibility may be required)
<b>CONTRACT:</b>	Part-time/fixed term – 1 year, term time plus 4 weeks

### MAIN PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

### PMGHS OFFER

- An opportunity to be part of a dynamic school team.
- An outstanding school that has sustained high levels of attainment since its inception.
- An ambitious trust & governing body with high levels of aspiration for its staff.
- Courteous, studious & diligent pupils.

### GENERAL DUTIES:

- Empty waste bins or similar receptacles routinely, and transport waste material to designated collection points.
- Clean floors, including sweeping to control dust and debris and mopping to sanitize using hot water, with suitable cleaning products at the end of each school day.
- Safely use electronically powered scrubbing, polishing and vacuuming machines to scrub, polish, spray and clean floors.
- Dust, damp wipe, wash or polish the furniture, ledges, windowsills and external surfaces of cupboards, radiators, shelves and fitments.
- Replenish consumable items including soap, toilet rolls and paper towels, where required.
- Clean toilets, urinals, hand basins and sinks daily.
- Safety use chemical agents as directed by the site manager in the discharge of cleaning operation or maintenance procedures.
- Undertake wall washing and inside windowpane during weekly cleaning maintenance programmes.

### ADMINISTRATION

- Keep a check on cleaning stock levels and inform the site manager of low stock levels, e.g. of cleaning products.
- Carry out a stock check with the site manager on a monthly basis.
- Record of all completed cleaning tasks on a daily basis.



## RESOURCES

- Maintain clean, tidy and organise workspaces and storage areas
- Check equipment and machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with their own training and skill parameters.

## WIDER RESPONSIBILITIES

- Be aware of and comply with the school's child protection and safeguarding policy, health and safety policy, Equality information and objectives policy, data protection policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the site manager.
- Comply and assist with the development of policies and procedures relating to the cleaning and maintenance of the school, as required.
- Develop effective professional relationships with colleagues
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's confidentiality policy at all times.
- Contribute to and support the overall vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

**This appointment is with the Governing Body of the school, with the Governors as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the PMGHS's modified pay policy which will apply to this post**

**The above form** sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



## **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**In order to comply with Safer Recruitment, all applications must be on the school Application Form (which is also available from the school or via the website): CVs alone are not acceptable.**

**Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Check.**

**Preston Muslim Girls High School is committed to safe-guarding and promoting the welfare of children and young people.**



## Person Specification

### Cleaner

<b>Job Title:</b>	Cleaner		
<b>Reports to:</b>	Site Manager		
	<b>Essential</b>	<b>Desirable</b>	
Qualifications, Educational Training	<p>The successful candidate will :</p> <ul style="list-style-type: none"> <li>Be qualified in literacy and numeracy at level 1 or equivalent</li> <li>Be willing to undertake training as required and assist in training colleagues.</li> <li>Have experience of working in an educational environment.</li> </ul>	<ul style="list-style-type: none"> <li>Have basic administrative experience, including record keeping.</li> <li>Have a health and safety qualification, e.g first aid.</li> <li>Health and safety training, e.g., COSHH</li> </ul>	
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>Successful working practices in cleaning</li> <li>Using general cleaning equipment, e.g., vacuums and carpet cleaners.</li> <li>Fulfilling all spoken aspects of the role with confidence.</li> </ul>	<ul style="list-style-type: none"> <li>Working in an educational environment.</li> <li>Basic administrative experience including record keeping.</li> </ul>	
Knowledge, skills and abilities	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>Have an in-depth knowledge of cleaning equipment and techniques.</li> <li>Understand health and safety issues and good practice in relation to cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Have an awareness of policies and procedures relating to working in a school.</li> <li>Be able to contribute to the wider school community and activities.</li> </ul>	
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>Flexible in terms of working hours including evenings in line with school calendar and lettings.</li> <li>Eligible to work in the UK</li> <li>Open to having relevant security checks made on them e.g. an enhanced DBS check.</li> <li>Suitable to work with children and young people.</li> <li>Able to communicate effectively</li> <li>Flexible and positive towards change.</li> <li>Willing to work as part of a team.</li> <li>Reliable and organised.</li> <li>Approachable and self-motivated.</li> <li>Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.</li> <li>Able to maintain a high level of confidentiality and discretion at all times.</li> </ul> <p>Commit to contributing to the wider school and its community.</p>		

