



## Cheadle Hulme School

**Role title: Cleaning Assistant**

**Reports to: Cleaning Supervisor/Cleaning and Site Services Manager**

### Overview

We are looking for reliable people to work positively as part of our "Cleaning team" within the Estates Department. The School has a total of 17 buildings - which includes eight teaching buildings, a Swimming Pool, Gym, Pavilion, 19th-century cottages and listed historical Victorian buildings which need to be cleaned to a high standard.

Various shifts are available before School, after School, during the evening and on the weekend. Exact working hours can be agreed.

### Role Purpose

The post-holder is responsible for ensuring that School is clean, tidy and well presented to our high standards at all times.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### Responsibilities

- Be on duty in the area allocated and, at the time allocated.
- Clean a designated area as instructed to a high standard.
- Report to a Supervisor any stock requirements or other messages.
- Report to a Supervisor any requests or complaints.
- Report to a Supervisor and the Buildings & Caretaking Manager any health or safety hazards.
- Report to a Supervisor and the Buildings & Caretaking Manager any damage to equipment.
- Use cleaning equipment safely and correctly (training will be provided).
- There may be an occasional requirement to train/coach others in the role.
- To undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

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This is not an exhaustive list and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the member of staff.

### Person Specification

#### Qualifications

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| 1. | A good standard of English language |
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#### Background & Experience

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| 2. | Previous experience of cleaning is advantageous, but not essential. A willing-attitude and the ability to maintain high standards are most important. |
| 3. | Previous experience of cleaning in a busy environment is advantageous   |

#### Personal Qualities

4.	Polite, friendly and courteous at all times
5.	Responsible, reliable, flexible and willing

### Skills & Competencies

6.	Able to carry out the job to high standards
7.	Ability to take instruction from a manager
8.	Careful attention to detail
9.	Ability to plan, organise and prioritise effectively
10.	Ability to work positively as part of a team

### The Appointment

The School seeks to appoint a Cleaning Assistant on a part-time basis with the option to work either all year round or term-time only. The exact shifts will be discussed at interview. For more information, please contact the Operations Team 0161 488 3339.

Benefits include an hourly rate of £8.40, company pension scheme, use of the fitness suite and swimming pool, and free on-site parking.

**Phone:** 0161 488 3330

**Email:** [HumanResources@CHSchool.co.uk](mailto:HumanResources@CHSchool.co.uk)

**Postal Address:** Cheadle Hulme School, Claremont Road, Cheadle Hulme, Cheshire SK8 6EF

*Cheadle Hulme School is committed to safeguarding and promoting the welfare of children. All appointments will be checked by the DBS.*

*Cheadle Hulme School is an equal opportunities employer.*

*Registered Charity Number 1077017 for the education of children.*