



## JOB DESCRIPTION

### CLEANER (HOUSEKEEPING CALENDAR)

### HOUSEKEEPING DEPARTMENT

#### MAIN PURPOSE OF JOB:

Undertake cleaning duties whilst maintaining the highest standards of cleanliness within the areas of responsibility in accordance with the Foundations cleaning specifications and schedules. These schedules are to be completed using best practice and as instructed by the Housekeeping Supervisor.

#### MAIN DUTIES:

Work in accordance with the output specification which includes the following duties – please note this list is not exhaustive.

- Empty waste bins, remove rubbish and take to designated outside bin compound
- Clean black/white board
- Replace and straighten furniture to original formation
- Dust and polish desk and table tops
- Wash down all painted surfaces
- Polish brasswork
- Pick up litter and Hoover carpet areas
- Clean toilets
- Clean bodily fluids as required
- Sweep and mop hard floor areas
- Strip and reseal hard floors as directed
- Operate various equipment as required
- Inspect cleaning equipment, including empty and clean vacuums, and report any required replacements or repairs to the Team Leader or Housekeeping/Cleaning Supervisor
- Be vigilant and report any repairs, damage and breakages that become apparent during cleaning to the Team Leader or Housekeeping/Cleaning Supervisor
- Close windows, alter blinds and curtains as required
- Lock and secure doors as required
- Support and encourage the utilisation of the recycling programmes implemented across the School and assist in reducing energy consumption by switching off lights and equipment as directed by the Team Leader or Housekeeping/Cleaning Supervisor
- Attend Team Meetings as required
- Attend relevant training courses internally or externally to update skills and for the benefit of both parties
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons
- Be aware of COSHH regulations required for the cleaning products being used
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School
- Carry out Housekeeping Duties in other Bolton School buildings when required
- Undertake any other reasonable duties that may be assigned from time to time by the Team Leader, Housekeeping/Cleaning Supervisor or Estates Management Team.



**PERSON SPECIFICATION**

**CLEANER (HOUSEKEEPING CALENDAR)**

**HOUSEKEEPING DEPARTMENT**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
NVQ Level 1 Cleaning and Support Services	D	Application Form
First Aid at Work	D	Application Form
<b>KNOWLEDGE/EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Proven experience of cleaning including toilet and washroom areas	D	Application Form / References
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Able to work calmly and under pressure	E	Interview / References
Able to work within a team	E	Interview / References
Conscientious and hardworking	E	Interview / References
Caring and kind especially in relation to children	E	Interview / References



## TERMS AND CONDITIONS

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### HOUSEKEEPING DEPARTMENT

<b>SALARY</b>
<p>The salary is based on point 3 of the Support Staff pay scale which is £22,040 per annum. Pro-rata this equates to £8,454.01 per annum.</p>
<b>HOURS OF WORK</b>
<p>The hours of work will be 15 per week, between Monday and Friday, for 43.6 weeks during term time, plus additional weeks during School holidays, paid for 49.2 weeks per year, which includes 5.6 weeks holiday pay.</p> <p>The normal hours of attendance will be 4.15pm until 7.15pm.</p>
<b>HOLIDAY</b>
<p>Paid for 5.6 weeks holiday.</p>
<b>LINE MANAGEMENT</b>
<p>Cleaning/Housekeeping Supervisor</p>
<b>PENSION</b>
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"><li>• Training and development opportunities will be offered.</li><li>• Easily accessible campus with strong transport links (including being on a direct bus route) and free parking on site.</li><li>• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.</li><li>• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.</li><li>• Life Assurance cover up until the age of 65.</li><li>• Warm and friendly community.</li><li>• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior Schools.</li><li>• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.</li></ul>

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required

including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.

## Housekeeping Department Calendar 2023/2024

Sep-23					
Mon		4	11	18	25
Tues		5	12	19	26
Wed		6	13	20	27
Thurs		7	14	21	28
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	

Oct-23					
Mon	30	2	9	16	23
Tues	31	3	10	17	24
Wed		4	11	18	25
Thurs		5	12	19	26
Fri		6	13	20	27
Sat		7	14	21	28
Sun	1	8	15	22	29

Nov-23					
Mon		6	13	20	27
Tues		7	14	21	28
Wed	1	8	15	22	29
Thurs	2	9	16	23	30
Fri	3	10	17	24	
Sat	4	11	18	25	
Sun	5	12	19	26	

Dec-23					
Mon		4	11	18	25
Tues		5	12	19	26
Wed		6	13	20	27
Thurs		7	14	21	28
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	31

Jan-24					
Mon	1	8	15	22	29
Tues	2	9	16	23	30
Wed	3	10	17	24	31
Thurs	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

Feb-24					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thurs	1	8	15	22	29
Fri	2	9	16	23	
Sat	3	10	17	24	
Sun	4	11	18	25	

Mar-24					
Mon		4	11	18	25
Tues		5	12	19	26
Wed		6	13	20	27
Thurs		7	14	21	28
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	31

Apr-24					
Mon	1	8	15	22	29
Tues	2	9	16	23	30
Wed	3	10	17	24	
Thurs	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

May-24					
Mon		6	13	20	27
Tues		7	14	21	28
Wed	1	8	15	22	29
Thurs	2	9	16	23	30
Fri	3	10	17	24	31
Sat	4	11	18	25	
Sun	5	12	19	26	

Jun-24					
Mon		3	10	17	24
Tues		4	11	18	25
Wed		5	12	19	26
Thurs		6	13	20	27
Fri		7	14	21	28
Sat	1	8	15	22	29
Sun	2	9	16	23	30

Jul-24					
Mon	1	8	15	22	29
Tues	2	9	16	23	30
Wed	3	10	17	24	31
Thurs	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

Aug-24					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thurs	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

- Working days in Term time (which includes INSET days) (175 days)
- Public holidays (8 days)
- Working days out of Term time (43 days)
- Christmas close down (5 days)
- Housekeeping Holidays

**Days in which you are not in work:**

- 23 – 24 October 2023
- 21 December 2023 – 2 January 2024 (Christmas Closedown)
- 19 February 2024
- 29 March – 2 April 2024
- 27 May 2024
- 8 July – 9 August 2024
- 26 August 2024