

Job Description:

POSITION	Day Time Cleaner
REPORTS TO	Assistant Bursar
CONTRACT TYPE	Term Time + 10 days (25 hours per week)
HOURS	25 hours per week, Monday to Friday, 9am to 2pm

About Us: Join our dedicated team at Beachborough School, where we pride ourselves on maintaining a clean and welcoming environment for our students and staff. Our school is committed to fostering a supportive and inclusive community.

The Role:

To provide an efficient cleaning service to standards set by the Housekeeper.

Key Responsibilities and Accountabilities:

- To clean daily toilets and staff kitchens, to the standard required.
- To check daily and replenish, if necessary, all toilet roll, soap, and paper towel dispensers.
- To clean as required public areas to the standard required.
- To sweep/mop/vacuum floors and mats daily as required.
- To remove all rubbish daily with particular attention to recycling where possible.
- To wipe down furniture, doors, walls, windowsills, pipe work and skirting as needed.
- Clean insides of windows and window frames as required.
- To report daily any maintenance requirements to the Housekeeper.
- During school holiday periods a complete deep cleaning of all areas is expected.
- On occasions such as busy periods and staff sickness you may be asked to help clean in other areas around the school.
- To conform to health and safety legislation and COSHH regulations (Control of Substances Hazardous to Health) and to be aware of health and safety infringements, reporting incidents to the Housekeeper.
- To ensure adherence to statutory Health and Safety and Data Protection Legislation always.
- To follow the school's child protection guidelines.
- Variable hours, as agreed with the Housekeeper, during the clean-down and clean-up periods at the end of one term and the start of another.
- To carry out any reasonable request of line management.

Person Profile:

In the role you must be able to demonstrate:

- A Passion for service: warm, friendly, and genuine with excellent all-round communication skills. Establishes strong relationships with other colleagues and always maintains a professional image.
- Respecting Commitments: Adaptable, whilst able to confirm strictly to Beachborough procedures. Methodical, thorough with persistence to see a job through to conclusion.
- Must have a flexible approach.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Benefits:

- Competitive hourly rate.

- Paid statutory holidays.
- Employer / employee pension scheme.
- Life Insurance.
- Uniform provided.
- Free parking.
- Free refreshments.
- Friendly and supportive work environment.
- Opportunity to contribute to a positive school community.

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applicants from, appropriately qualified individuals from all backgrounds, experiences, and perspectives to join our team. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.