



## **Job Description: Cleaner (Maternity Leave)**

### **JOB DESCRIPTION**

**POSITION:** Cleaner (15 hours per week)

**REPORTING TO:** Site Manager

**RESPONSIBLE TO:** Headmaster

*Collingwood School is a warm and welcoming preparatory school for children aged 3-11 where we encourage care, courtesy and consideration towards each other. The school and nursery, located in Wallington in the London Borough of Sutton, was founded in 1929 as a Boys' School and was constituted as an Educational Trust in 1978. The school became co-educational in September 1991. Since November 2019, it has come under the ownership of Inspired Learning Group of preparatory schools.*

### **The Post (maternity leave cover)**

The function of this position is to provide a high quality cleaning service within the school. The provision of effective liaison with the Site Manager and Headmaster to facilitate this service will be essential to maintain designated areas in a hygienic and safe satisfactory condition according to work schedules and set standards.

### **Main Duties**

- To ensure that all study areas in the school (i.e classrooms, after school club, gym, etc) are cleaned according to work schedules and set standards.
- To maintain all toilet areas in a hygienic condition according to set standards.
- To ensure that all floors covering offices and corridors are maintained to a high level of cleanliness and cleaned in accordance with set standards.
- To assist in end of term deep-cleaning activities as required.
- To ensure that all cleaning storerooms are maintained in a tidy, safe and hygienic condition.
- To ensure that C.O.S.H.H. regulations relating to any cleaning product are adhered to.
- To report all defects to the Site Manager.
- To maintain a co-operative relationship with staff and students.
- To assist in any other areas of the school as may be required by the Head.
- To attend all mandatory and relevant training as required by the Head.
- To undertake any other reasonable task as directed by the Head.
- To be aware of responsibilities under the Health and Safety at Work etc. Act 1974.
- To adhere to all relevant regulations, i.e. Fire Precautions, Manual Handling, C.O.S.H.H. etc.

- To be aware of the implications of strangers on the school property and conscious of your security responsibilities.

#### **Essential Qualification, Experience and Skills Requirements**

- Experience of cleaning to specified standards
- Customer focused
- Good communication and listening skills
- Sense of humour, even temper and able to remain calm, patient and polite at all times
- Reliable, punctual and a flexible approach to duties.

#### **Desirable Qualification, Experience and Skills Requirements**

- Working within a school environment
- Experience of cleaning within a commercial environment

#### **Terms and Conditions**

- **Salary:** £8.50 hourly rate
- **Hours:** 15 hours per week Monday to Friday term time only (38 weeks) with hours to be negotiated either before or at the end of the school day.
- **Offer of Post:** The post will be offered subject to receipt of written references, pre placement medical assessment and enhanced Disclosure from the Disclosure and Barring Service all satisfactory to Collingwood School and an overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.