



An ambitious school at the heart of the community

Information for Applicants

Cleaner

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**Manchester Road, Macclesfield, SK10 2EE
Tel: 01625 610220 Fax: 01625 610925
Website: www.tytheringtonschool.co.uk**

Headteacher: Mr E. Botwe



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JOB DESCRIPTION

Cleaner

JOB TITLE:	Cleaner
JOB REPORTS TO:	Cleaning Supervisor
JOB PURPOSE:	To provide an efficient and high quality front-line cleaning service for Tytherington School

RESPONSIBILITIES:

The job holder will be required to undertake the following duties as directed by the Cleaning Supervisor/Site Manager:

- The job holder will be allocated designated areas of responsibility which are subject to alteration at short notice and must therefore be flexible and amenable to change
- Undertake cleaning, washing, polishing and dusting of the designated areas (including toilets and shower areas) and fixtures and fittings, using, where appropriate, powered equipment
- Clean internal window glass and internal and external door glass
- Sweep, mop and vacuum clean floors and carpets
- Empty litter bins and transport waste materials to designated collection points
- During holiday periods work with the Cleaning Supervisor to ensure that the designated areas receive a 'deep' clean and perform other major cleaning tasks as required
- Use approved (and in line with COSHH regulations) chemical cleaning agents as directed by the Cleaning Supervisor after receiving appropriate instructions/training
- Be aware of stock levels of cleaning products and notify the Cleaning Supervisor should these need replenishing
- Ensure that all cleaning is consistently completed to a high quality standard in preparation for any spot checks undertaken by the Cleaning Supervisor
- Where practical, ensure that windows and doors are closed and lights switched off after completing work
- Be aware of Health and Safety responsibilities and advise any particular methods/training needed to support you in your work
- Take part in Tytherington School's annual employee appraisals.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their line manager/Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job.

Signed:

Date:

PERSON SPECIFICATION

Cleaner

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	Ability to read and write and carry out basic calculations in order to read instructions, write messages, dilute chemicals.	Domestic/industrial cleaning experience	Application form
Specialist Knowledge and Experience	<p>Cleaning techniques.</p> <p>Cleaning materials.</p> <p>Electrical cleaning equipment (Hoover, buffer etc.).</p> <p>(To be able to use this knowledge to clean interior of buildings to required standards, use/store materials and equipment safely).</p> <p>Willing to undertake any relevant training</p>	COSHH regulations	Application form, Interview
Skills & Aptitudes	<p>Ability to work on own and prioritise own workload</p> <p>Ability to work as part of a team</p> <p>Flexible approach to working arrangements in line with the duties of the post</p> <p>Reliable and trustworthy</p> <p>Punctual</p>		Application form, reference and Interview
Other Requirements	Physically able to stand for long periods of time and carry cleaning products to designated areas		Application form, Interview



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ADDITIONAL DETAILS

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We welcome applications regardless of age, gender, ethnicity or religion.

Hours of Work:

15 per week (full year), 15:30 – 18:30 Monday – Friday

The role largely involves duties to be undertaken after School teaching times (ready to commence work from 3:30pm on average) with a degree of flexibility on working times during school holidays (please note the school generally closes the week before Christmas Eve and does not re-open until the first INSET Day in January – and as such the job holder will be required to use some annual leave entitlement to cover their normal working days during this period).

Applications to work fewer hours, or alternative shift patterns, will be considered.

Holidays: 25 days annual leave (to be taken in school holidays) plus Bank Holidays.

Salary: £8,280 per annum (FTE - £20,425 per annum) - £10.59 per hour).

Pension: Local Government contributory scheme

Disclosure & Barring Service

Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service. Posts are subject to an **Enhanced** disclosure. A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The school can provide help in completing the Disclosure application if required.

General

We require all support staff to take part in the development of support services as a resource for the whole school in supporting the aims and objectives of the school development plan. Each of the support teams is structured to provide the opportunity for career development.

Applications

Please return completed application forms to Francesca Allen, HR Manager, Tytherington School, Manchester Road, Macclesfield, SK10 2EE fallen@tytheringtonschool.co.uk
