



Vacancy - General Cleaner/Porter Full time (2 positions)

Outline Duties

Working directly to the duty Site Manager (Caretaker) who is responsible to the Assistant Bursar, this is a full-time year-round position as a General Cleaner/Porter. For the right applicant, the post is available for an immediate start subject to interviews, references and Disclosure & Barring checks.

The scope and duties of the posts are:

- ✦ Assist with maintaining the highest possible standards of cleaning and hygiene required throughout the area of allocation, following correct procedures.
- ✦ General cleaning duties as directed by the Duty Caretaker
- ✦ Duties to including but not exclusive to: collection of refuse and disposal, cleaning of toilets and changing rooms, floor maintenance, vacuuming, replenishing of cleaning supplies, toilets rolls, hand towels and soap.
- ✦ Assisting in the school Café alongside our Contracted Catering Team.
- ✦ Assisting with service of refreshments at weekend or evening functions
- ✦ Assisting with deep cleaning programme as requested by Caretaker, including cleaning of carpets with relevant machinery and use of pressure washer, weeding of paths around perimeter of work areas.
- ✦ Window cleaning as required after consultation with Caretaker.
- ✦ Assist with the movement of furniture and equipment across the school site, some heavy lifting may be involved.
- ✦ Ensure any defects are reported to the Caretaker - worn furnishings, soft coverings or broken or damaged items.
- ✦ Attend relevant mandatory training sessions and courses as required.
- ✦ It would be desirable that the appointee holds a driving licence enabling them to drive the school transport fleet including a Transit Van and minibuses, as qualified.
- ✦ The duties of this post as identified are not exhaustive and may be reviewed and amended as necessary.
- ✦ You will be contracted for 5 days out of 7 per week, working across a 2-shift system across 07.00 to 21.30 daily, excluding unpaid breaks of 15 minutes in the morning and again in the afternoon and 30 minutes for lunch (39 hour paid work week). Shift pattern of 2 weeks early shift (07.00 – 16.00) (Monday to Friday); on the early shift staff in turn, will have a day (or 2 days off) to cover the weekend duties Saturday & Sunday (nominally 08.30 – 16.00) and 2 weeks late shift (13.00 – 21.30) (approximate timings) (Monday to Friday).
- ✦ All Drinks and duty Lunch, or evening meal, are provided at all times whilst the school catering facilities are operational.
- ✦ The school reserves the right to amend your working days to aid in the delivery of the school's provision providing five days' notice of change is provided, the change will be deemed to be core working hours with no overtime applicable.
- ✦ Rate of pay - £9.50 (NLW) per hour during probation (3 months) rising to £9.70 after probation (rising to £10.02 01/09/22). Overtime may be applicable for hours in excess of the contracted hours.

Requirements

Previous experience an advantage, but consideration will be given to enthusiastic individuals who are keen to work as part of our team. Your own transport is essential due to location of the school. NVQ in Cleaning and Support Services is desirable but not essential.

Safeguarding and Child Protection Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding & Child Protection Policy Statement 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, s/he must report any concerns to the school's Designated Safeguarding Lead (DSL) or to the Headmaster. This post is assessed as being within the parameters of Regulated employment and requires the appointee to meet with the requirements of an Enhanced Disclosure & Barring check.