



Evening Housekeeper / Cleaner

OVERVIEW

To perform a variety of tasks associated with the maintenance of a safe, clean and hygienic environment based within a School. Key duties will include cleaning toilets, showers, bathrooms, the vacuuming, dusting, sweeping and mopping of floors, corridors and rooms.

RESPONSIBILITIES

- To ensure the highest level of cleanliness is maintained throughout the schools on a daily basis.
- To ensure standards and procedures are adhered to.
- To use cleaning material appropriately, as instructed and economically. To order replenishments on scheduled day.
- To ensure that tools and equipment are in good working order, reporting any faults to Line Manager.
- Ensure that waste is correctly disposed of into the designated areas, i.e. general waste and recycling.
- Where practical ensure that windows are closed, lights are switched off and doors are locked when you finish.
- To report health and safety issues to your line manager, including all accidents and near misses
- To promote good safety habits and methods of work
- To ensure all cleaning materials are used in line with COSHH safety standards
- To maintain a clean, safe and hygienic work area at all times.
- To be aware of their responsibilities for Health and Safety of themselves and others.
- To undertake any training relevant to your role.

PERSON SPECIFICATION

- Be polite, professional and friendly at all times with pupils and colleagues.
- Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required.
- Be flexible, reliable, punctual and trustworthy.
- To have the ability to manage their own time effectively and to prioritise work.

TERMS

Hours

Up to 20 hours per week, Monday to Friday, year-round but term time only applications will be considered. Monday to Friday between the hours of 6pm and 10pm.

Salary

£10.90 per hour plus a supplement of £1.10 per hour for working after 7pm for a minimum of three hours per shift.

Support with local transport may be available.