



## Cheadle Hulme School

**Role title: Cleaning Assistant**

**Reports to: Cleaning Supervisor and Buildings & Caretaking Manager**

### Overview

We are looking for reliable people to work positively as part of our "Cleaning team" within the Estates Department. The School has a total of 17 buildings - which includes eight teaching buildings, a Swimming Pool, Gym, Pavilion, 19th century cottages and listed historical Victorian buildings which need to be cleaned to a high standard.

Shifts available are: 6.30-9.00am and/or 3.30pm-6.30pm or 3:30pm – 8:30pm, Monday to Friday, term-time only (exact working hours are to be determined and some weekend work may be required).

### Role Purpose

The post-holder is responsible for ensuring that School is clean, tidy and well presented to our high standards at all times.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### Responsibilities

- Be on duty in the area allocated and, at the time allocated.
- Clean a designated area as instructed to a high standard.
- Report to a Supervisor any stock requirements or other messages.
- Report to a Supervisor any requests or complaints.
- Report to a Supervisor and the Buildings & Caretaking Manager any health or safety hazards.
- Report to a Supervisor and the Buildings & Caretaking Manager any damage to equipment.
- Use cleaning equipment safely and correctly (training will be provided).
- There may be an occasional requirement to train/coach others in the role.
- To undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

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This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the member of staff.

### Person Specification

#### Qualifications

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| 1. | A good standard of English language |
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#### Background & Experience

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| 2. | Previous experience of cleaning                                       |
| 3. | Previous experience of cleaning in a busy environment is advantageous |

**Personal Qualities**

4.	Polite, friendly and courteous at all times
5.	Responsible, reliable, flexible and willing

**Skills & Competencies**

6.	Able to carry out the job to high standards
7.	Ability to take instruction from a manager
8.	Careful attention to detail
9.	Ability to plan, organise and prioritise effectively
10.	Ability to work positively as part of a team