

ST MARGARET'S
SCHOOL

Cleaning Assistant

Required as soon as possible

Hours: 4:00pm to 8:00pm Monday to Friday

Salary £11,898 per annum

We are seeking a hardworking, experienced and reliable Cleaning Assistant, who works to high standards, to join our small, proactive team. You will be a team player with a willingness to work flexibly.

St Margaret's offers a superb working environment, with excellent free catering and parking facilities, and the opportunity to take real pride and satisfaction in supporting those educating children.

To apply for this position, please complete an application form, which you will find on our website: <https://www.stmargarets-school.org.uk/work-with-us>

Closing date for applications: Monday 29 April at 5:00pm

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

Please note: If you have not been contacted within one week after the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications.

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Cleaning Assistant

Job Description

Reports to: Estates Administrator

Hours: 4:00pm – 8:00pm Monday – Friday (full year)

This job description outlines the key accountabilities and output required from the post holder. It is not a definitive list of tasks and the role may well evolve and change over time.

Main Purpose of Job

To assist in providing an excellent cleaning service for the needs of a busy day and boarding school with extensive commercial activity in the school holidays.

Key Tasks and Responsibilities

- To undertake cleaning and domestic duties as directed by the Estates Administrator
- To complete schedules of work as required, which may change from time to time, within the scope of the position
- To take responsibility for your own safety and that of others around you, specifically in respect of reporting dangerous practices and faulty equipment
- To be available to work overtime by mutual agreement when deemed necessary by the demands of the school, e.g. to cover outside lettings, staff sickness and for staff on annual leave. A degree of flexibility in working hours may be required on occasion
- To undertake duties of a comparable nature, within the post holder's ability, when required
- To undertake training, if and when required, for new business demands and new legislation

The uniform supplied must be worn at all times and maintained in good condition.

The above job description is a guide to the work you will be required to undertake. Any changes will be within the competencies and expected responsibilities of the post holder.

All duties to be undertaken in accordance with the school's child protection and health and safety practices and policies.