



## Woodhouse Grove School

### OUTLINE JOB DESCRIPTION

<b>JOB TITLE:</b>	School Cleaner - AM
<b>LOCATION:</b>	Woodhouse Grove School
<b>RESPONSIBLE TO:</b>	Cleaning Supervisor
<b>RESPONSIBLE FOR:</b>	To maintain the school to a high cleanliness standard.
<b>HOURS OF WORK:</b>	5:30am – 8:30am, Mon–Fri, all year round
<b>SALARY:</b>	£13.45 per hour
<b>ANNUAL LEAVE:</b>	20 days holiday + Bank Holidays – pro rata'd

### RESPONSIBILITIES FOR ASSETTS/MATERIALS

For the economic use of materials belonging to the company  
For appropriate use and maintenance of all equipment used in the course of duties  
For the security of confidential information

### CLEANING DUTIES

Using the correct materials and equipment, you are required to clean as follows:-

- empty waste bins
- remove litter, mop floors
- vacuum floors
- wipe down tops
- dust and polish tops
- clean low level glazed areas
- remove cobwebs
- wipe down walls
- remove stains
- clean skirting boards
- wipe down doors & door frames and clean carpets
- Keep your materials and equipment tidy and report any faults or damages
- Any other cleaning work as may be instructed.

### HEALTH & SAFETY

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it



was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head of HR. If you would like to discuss this beforehand, please telephone in confidence the Head of HR.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs).

### **Equal Opportunities Employer**

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Shiela Bano, Head of HR on 0113 250 2477

### **Child Protection and Safeguarding Policy**

Woodhouse Grove House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

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Signed by the employee:

Date: