KING EDWARD'S SCHOOL
BIRMINGHAM

KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Cleaning Operatives

POST ONE

Hours:	15 hours per week
Working Times:	5am – 8am (All-Year Round)
Location:	Edgbaston, Birmingham
Start date:	As soon as possible
Reporting to:	Assistant Estates and Facilities Manager
Salary:	Grade 1 SCP 3S £25,281 per annum Actual salary based on working hours £10,249 per annum

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POST TWO

Hours:	15 hours per week
Working Times:	5pm – 8pm (All-Year Round)
Location:	Edgbaston, Birmingham
Start date:	As soon as possible
Reporting to:	Assistant Estates and Facilities Manager
Salary:	Grade 1 SCP 3S £25,281 per annum Actual salary based on working hours £10,249 per annum

The Role

The schools are seeking pro-active and hard-working applicants for a Cleaning Operative vacancy starting as soon as possible. Cleaning Operatives report to the Assistant Estates and Facilities Manager and are responsible for cleaning the two Schools, including areas such as classrooms, laboratories, the Ruddock Performing Arts Centre, toilets, changing rooms, sports halls and swimming pools. There are a variety of period style and new buildings on the site. Successful applicants will be required to undertake ongoing professional development and training, providing an exciting opportunity for the successful candidate to develop their skills. Additional work may be required on weekends, closed days and public holidays to meet the needs of the schools, which will be arranged in advance.

Key duties

To clean areas within the schools, as directed by the Assistant Manager Estates and Facilities; this could include:

- Clean classrooms, corridors, offices, toilets, changing rooms and communal areas daily in accordance with cleaning schedules
- Use specific machinery for cleaning, such as scrubber/dryers, buffers, vacuums, and powered mops etc.
- Sweep, mop, vacuum, and dust surfaces as required
- Empty bins and dispose of wate safely and appropriately
- Refill consumables such as soap, toilet rolls and paper towels
- Report any maintenance issues, damage or health and safety concerns to the cleaning team leader
- Use cleaning materials and equipment safely and in line with COSHH regulations

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- Secure areas of the school after cleaning (e.g. close windows, switch off lights)
- Support the wider estates and facilities team during school events or deep cleaning periods
- Follow school policies and procedures, including safeguarding and health and safety

Person specification

Experience	**Essential**	**Desirable**
Experience of cleaning in a workplace, preferably in a school or similar environment	Y	
Awareness of health and safety and hygiene standards		Y
Reliability, punctuality and attention to detail	Y	
Understanding of safeguarding and promoting the welfare of children and young people.		Y
Health and Safety	**Essential**	**Desirable**
Understanding of Health & Safety issues, in particular COSHH and other statutory regulations.		Y
Skills and attributes	**Essential**	**Desirable**
Be fully able to carry out all physical elements consistent with the duties of the post.	Y	
Ability to work both independently and as part of a team.	Y	
Demonstrates professionalism, courtesy, and respect in all interactions.	Y	

If you have any queries about the role or would like to discuss it in more detail, please contact the Assistant Estates and Facilities Manager, Jessica Knight – J.Knight@keschools.org.uk

The **deadline for applications is Thursday 3rd December**, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.
Interviews will provisionally take place week commencing Monday 7th December*.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Safer Recruitment Policy is available on the websites.