

Opportunities at Thorpe Hall Primary School

Cleaning Operatives required

Salary: Scale 1 point 6 £19,611 FTE, Actual Pro rata Salary - £5448 per annum
Hours: 10 hours per week 3.30pm – 5.30pm
Weeks: 52.14 weeks per annum

At Opossum, we believe that all pupils deserve high quality education which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments which promote independence and high expectations of all. We are committed to providing opportunities which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are looking for enthusiastic and committed **Cleaning Operatives** to join our team as soon as possible. The successful candidate will be employed by Thorpe Hall School.

We are looking for motivated staff:

- To uphold and comply with the statutory provisions of the Health and Safety at work Act 1974 and any other relevant Legislation or Council Policies and Procedures relating to Health and Safety at work.
- To carry out cleaning duties as directed by the Site Service Officers and the Director of Finance and Operations
- Occasional duties of a similar nature, up to and including those in the same grade.

If you feel you have the necessary skills to contribute to our continuing successful journey we would love to hear from you.

To download an application pack, please visit either of our website at www.opossumed.org.uk. Please submit all completed Applications to Eve Cherrington at eve.cherrington@opossumed.org

Only applications submitted on the school's application form will be considered.

Closing Date for Applications: **Monday 31st January 2022 at 5.00pm**

All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required to submit a self – disclosure form with their application. The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as currently set out in the Data Protection Bill. The school is required to share some of the data with the Local Authority and with the DfE.

JOB DESCRIPTION

You will be required to carry out all or some of these tasks depending on the Specifications for the area(s) in which you have been directed to work.

- To sweep/dust control sweep/spot mop/ thorough mop all hard floor surfaces as directed.
- To spot vacuum/ thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.
- To dust/ dust control dust/ damp dust/ wash all furniture, fixtures, fittings, surfaces, pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required by contract specification using high dust control extending frame.
- To polish furniture as required.
- To clean telephones, including the mouthpiece as directed.
- To empty, replace and clean wastepaper bins and ashtrays as required.
- To remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags and craft waste to be removed in receptacle provided.
- To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths, and associated fixtures and fittings.
- Replace hand towels, toilet rolls and hand soap as required.
- To carry out all floor maintenance duties as required by Specifications, using the procedure as laid down by Building Cleaning and machinery equipment and materials provided by Building Cleaning for this purpose. These duties will include the following: - spray cleaning, machine buffing, stripping floors of water based polishes, re-polishing floor using water base polishes, machine scrubbing, hand stripping/scrubbing, maintaining unsealed wooden floors with wax polishes where required, the application of oleo resinous seals to wood floors as required, and carpet cleaning.
- To regularly remove all finger and scruff marks, splashes etc., from internal glass doors, kick places, walls and paintwork, and to thoroughly clean these items as required.
- To wash walls, tiles and ceilings above hand height as required by the Specification using equipment supplied by Building Cleaning and method as trained. This work to be done by operative from floor level.
- To remove graffiti, chewing gum etc.,
- To clean up urine, faeces and blood
- To thoroughly clean venetian blinds and vertical blinds as required by the Specification using methods and equipment as directed and trained by Building Cleaning. This work to be done by operative from floor level.
- To understand and comply with the School's Health and Safety Policy.
- To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to a Site Service Officer.
- To clean cookers/hobs and defrost and clean fridges/freezers as per Specifications.
- In public conveniences only, wash and dry polish windows, frames and sills both inside and outside as required by the Specifications
- To be aware of fire prevention and drill procedures.
- To lock doors and return keys to designated place as required by the Specifications.
- To maintain client confidentiality and security of buildings, closing and locking windows as required by the Specifications.
- To help and co-operate in covering alternative cleaning duties during times of absence and annual leave etc, within normal contracted hours, to include moving to other sites when required by Building Cleaning management.
- To make beverages and distribute to clients, collect and wash up dirty crockery where required by the Specifications.

- During the summer period, every classroom in schools requires the furniture to be moved and stacked to a safe height to allow the carpets/floors to be cleaned.

Staff are required at all times to adhere to the specifications – any change in circumstances must be reported to the charge hand cleaner/area manager and approval given before the extra work involved is carried out.

PERSON SPECIFICATION

| Attributes | Essential | Desirable |
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| QUALIFICATION S & TRAINING | Literate – Able to read and understand instructions Numerate – Able to deal with simple calculations and timesheets. | Training or willingness to undertake training – In cleaning procedures/machines |
| KNOWLEDGE & EXPERIENCE | Experience of working effectively on own initiative and to deadlines. | Experience of school cleaning based work Knowledge of cleaning machines and materials |
| COMPETENCIES & PERSONAL SKILLS | Ability to work as part of a team. Good timekeeping skills | A desire to be involved with the school and its ethos. |
| OTHER JOB SPECIFIC REQUIREMENTS | Commitment to the Council's Customer Care Standards. Ability to work flexibly. To be aware of fire prevention and drill procedures. To maintain security of the building | |
| DISQUALIFYING FACTORS | Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council's Equal Opportunities Policy. | |

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