



Boroughbridge
High School

Candidate Information



Boroughbridge
High School

Site Cleaner

**January 2021 start. 15 hours per week. Full Year.
Monday to Friday (1600hrs – 1900hrs)
£7,233 per annum**

We are seeking to appoint a self-motivated Cleaner to work the evening shift. You will be working with a highly supportive team, responsible for a wide range of duties which include ensuring that areas of work allocated are cleaned to a high standard / specification.

Boroughbridge High School is a 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff.

This is a permanent contract working 15 hours between 1600hrs – 1900hrs (Monday – Friday). In return, we offer a competitive salary, annual leave starting at 23 days per year, an Employee Discount Scheme and access to a contributory local pension scheme.

You will be able to undertake general cleaning duties; and have the ability to manage time effectively to complete tasks to a high standard, working with minimal supervision.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post and will be arranged for the successful applicant.

For an application form, please visit our school website.
Completed applications must be submitted via email to:
vacancies@boroughbridgehigh.com
and received by: **08.00am, Monday 7th December 2020**

Interviews will be held on **Wednesday 9th December 2020**.
Please note that CVs will not be accepted.

The Site Team

Boroughbridge High School is pleased to offer this role and opportunity to join a highly committed Site Team which delivers an outstanding service to both our students and staff, supporting their good health and wellbeing.

We appreciate that the cleanliness of school classrooms and equipment is an important factor in the success of our school.

Boroughbridge High School has an extensive range of facilities including: standard classrooms, bespoke classrooms such as: Art, D&T, Food Technology, Science and IT, meeting rooms, assembly halls, conference rooms, IT suites and a sports hall.

We are very proud of our high standards and good reputation which enables us to additionally offer a number of our facilities for external hire.

How to Apply

Please complete the Boroughbridge High School non-teaching application form.

Please use the section “Experience & Qualities relevant to the Post” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:

vacancies@boroughbridgehigh.com or, by post:

Human Resources, Boroughbridge High School, Wetherby Road, Boroughbridge, YO51 9JX

and be received by: **8am on Monday 7th December 2020.**

Interviews will be held on **Wednesday 9th December 2020.**

Thank you for your interest in this post. If you have not heard from us by the end of December 2020 please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



Children & Young People’s Service

Boroughbridge High School

JOB DESCRIPTION

POST: Site Cleaner	
GRADE: Grade A	
RESPONSIBLE TO: Assistant Site Manager	
STAFF MANAGED: None	
POST REF. NO: ED6378	JOB FAMILY: 4
JOB PURPOSE:	To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.
JOB CONTEXT:	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school.</p> <p>The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements. <p>Duties will include (but not exhaustive):</p> <ul style="list-style-type: none"> General dusting of furniture, fixings and fittings Dust control mopping/sweeping of floors Vacuuming floors Cleaning and polishing floors using electrical buffing machine Damp/wet mopping of floors Polishing furniture, cleaning internal glass Cleaning of sanitary fittings Using cleaning materials as instructed Specialist cleaning (e.g. stripping & sealing of floors) Emptying of waste paper bins & general waste Wiping surfaces, fixtures and fittings & paintwork cleaning
Communications	<ul style="list-style-type: none"> Communicate effectively with other members of staff within the school.

Resource management	<ul style="list-style-type: none"> • To participate in the training and development and performance management processes within the school • Store cleaning equipment and products safely and securely
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	<ul style="list-style-type: none"> • To comply with the Boroughbridge High School policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • BHS provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council and BHS Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The BHS requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The BHS requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	

PERSON SPECIFICATION

JOB TITLE: Site Cleaner

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Awareness of Health & Safety	<ul style="list-style-type: none">• Ability to use floor machines
Experience <ul style="list-style-type: none">• Experience of undertaking general cleaning duties	<ul style="list-style-type: none">• Experience of working as part of a team• Experience of working in the cleaning industry
Occupational Skills <ul style="list-style-type: none">• Able to work with minimum supervision.• Self motivated• Punctuality• Flexible approach• Attention to detail• Ability to manage time effectively to complete tasks to a high level.• Ability to work both alone and within a team to achieve specified standards• Good verbal communication skills	
Qualifications	
Other Requirements <ul style="list-style-type: none">• Ability to carry out general cleaning duties as detailed in the Job Description• Enhanced DBS clearance	

