



**Boroughbridge**  
High School

## Site Cleaner (Casual/Seasonal)

**Variable/flexible hours. Grade A: £10.50 per hour**  
(during school holidays and as required to cover absence)

**Immediate Start**

**Contributory pension scheme, employee discounts and generous holidays**

Boroughbridge High School is pleased to offer an exciting opportunity to work as part of the dedicated site team, within the heart of our vibrant school. Sharing responsibility for the day-to-day cleanliness and upkeep of our school buildings, you will join a highly supportive Premises Team within the Boroughbridge High School and King James's School Federation.

This is a supply / relief (0 hours) contract; predominantly working during school holidays with hours to suit you, anytime between 8.00am – 4.00pm (Monday – Friday). In addition, we offer casual hours during term-time on an ad hoc basis (between 4.30pm and 9.00pm) to cover periods of staff absence.

In return, we offer a competitive salary, 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. Full training will be provided.

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 check will be required for this post.

For an application form please visit our school website.

Completed application forms should be returned via email to [vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

*Please note that CVs will not be accepted.*



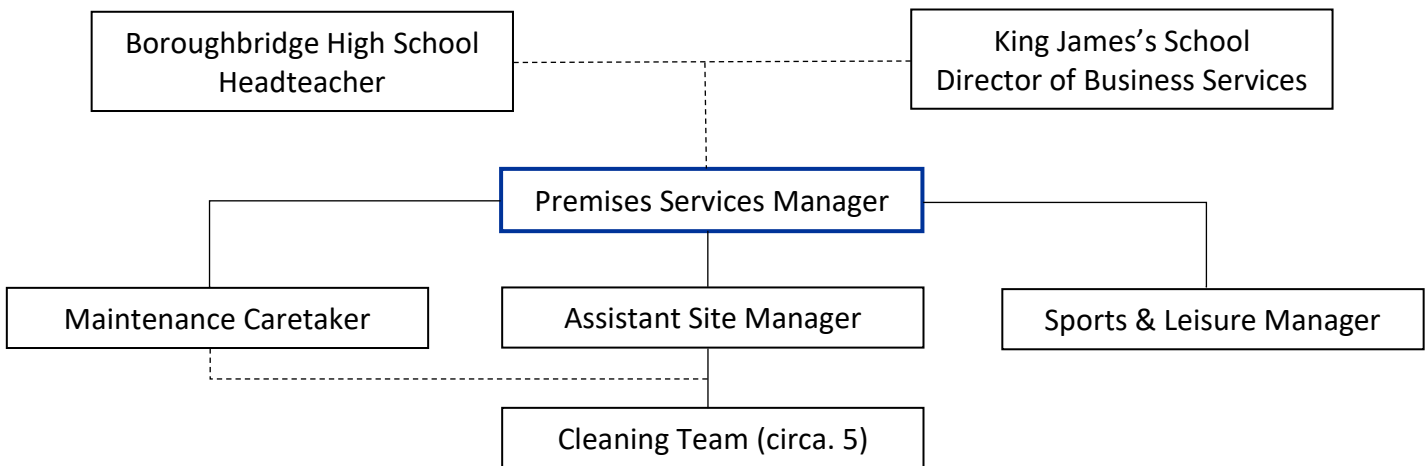
# Information on the Site

Boroughbridge High School is an 11-18 community comprehensive school which serves Boroughbridge and the surrounding area. With just under 450 students we are a relatively small school which gives us a welcoming, inclusive atmosphere.

The school has an extensive range of facilities including: 22 standard classrooms, 10 bespoke classrooms (such as: Art, D&T, Food Technology, Science and IT), 3 Meeting Rooms, 1 Assembly Hall, 1 Music Room, 2 Studios (Drama & Dance), 4 IT Suites and a Large 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 community hire during evenings and weekends.

Our dedicated Site Team currently comprises:



# How to Apply

Please download an application form and complete.

Please use the section 16 “Supporting Evidence” 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.

Completed application forms should be returned via email to [vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

## BOROUGHBRIDGE HIGH SCHOOL, BOROUGHBRIDGE

part of the Boroughbridge High School and King James's School Federation

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

### Site Cleaner

<i>Responsible to:</i>	<ul style="list-style-type: none"><li>• Assistant Site Manager (Line Manager)</li><li>• Premises Services Manager</li></ul>
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<i>Salary NYCC Band:</i>	<b>Grade A</b>
<i>Full-time/Part-time:</i>	<b>Ad hoc/Casual/Seasonal</b>
<i>Hours:</i>	<b>Flexible Days/Hours</b> It is anticipated that the majority of hours will be worked during the standard working day (8.00am-4.00pm) in school holidays. However flexibility to work ad hoc evenings during term-time (between 4.30pm-9.00pm) would be welcome, to cover period of staff absence.
<i>Full Year/Term Time Only:</i>	<b>Casual (as required)</b>

### Professional Responsibilities

#### ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Headteacher, Director of Business Services, Premises Services Manager or Line Manager

Boroughbridge High School, Boroughbridge

JOB DESCRIPTION

<b>POST:</b>	Site Cleaner
<b>GRADE:</b>	Grade A
<b>RESPONSIBLE TO:</b>	Assistant Site Manager / Premises Services Manager
<b>STAFF MANAGED:</b>	None
<b>POST REF. NO:</b>	<b>ED6378</b>
<b>JOB FAMILY:</b>	4
<b>JOB PURPOSE:</b>	To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.
<b>JOB CONTEXT:</b>	<p>The Premises 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>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<p>To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements. Duties will include (but not exhaustive):</p> <ul style="list-style-type: none"> <li>- General dusting of furniture, fixings and fittings</li> <li>- Dust control mopping/sweeping of floors</li> <li>- Vacuuming floors</li> <li>- Cleaning and polishing floors using electrical buffing machine</li> <li>- Damp/wet mopping of floors</li> <li>- Polishing furniture, cleaning internal glass</li> <li>- Cleaning of sanitary fittings</li> <li>- Using cleaning materials as instructed</li> <li>- Specialist cleaning (e.g. stripping &amp; sealing of floors)</li> <li>- Emptying of waste paper bins</li> <li>- Wiping surfaces, fixtures and fittings &amp; paintwork cleaning</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with other members of staff within the school.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school</li> <li>• To store cleaning equipment and products safely and securely</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>

<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the Boroughbridge High School and King James's School Federation's ('the Federation') policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>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.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>The Federation 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 Federation Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The Federation 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.</li> <li>The Federation 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.</li> </ul>
Date of Issue:	January 2016

## PERSON SPECIFICATION

### JOB TITLE: Site Cleaner

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