



# DEAN CLOSE FOUNDATION

<b>Post:</b>	Domestic Services Cleaner
<b>Line Manager:</b>	Foundation Operations Manager / ADSM
<b>Hours of Work:</b>	10 hours per week (06:00 – 08:00 Mon-Fri). 52 week permanent role
<b>Salary:</b>	£4,940 per annum
<b>Start date:</b>	ASAP
<b>Location</b>	Dean Close Airthrie School

Dean Close Airthrie School is a close-knit, family orientated school located on Christ Church road in Cheltenham. The school currently has approximately 46 nursery children and 74 school pupils between the ages of 3 months and 11 years. Dean Close has a strong Christian ethos and is a happy and supportive working environment.

### The Role

- To provide a clean and pleasant environment and to cover occasional absences within the Domestic Services Department.
- To help maintain the fabric of school buildings in good condition.
- To maintain high levels of cleanliness throughout the school.

### Duties

- To clean specified areas of the school to the required standard as instructed by your line Manager.
- Wash floors, surfaces, fixtures and fittings and walls up to specified height.
- Cleaning inside windows up to a specified height.
- Sweeping and vacuuming floors.
- Polishing and dusting surfaces and furniture.
- Cleaning toilets and shower areas.
- Use cleaning materials as appropriate and according to their instructions for use.
- To empty bins and remove rubbish from the premises.
- To take recyclable materials to appropriate recycling points.
- To report any damages to School property or other relevant matters to your line Manager.
- To use power cleaning equipment as directed and as per manufacturer's instructions.
- To undertake any relevant training as required.
- To comply with the requirements of the Health and Safety at Work Regulations.
- To take reasonable care for the Health and Safety of themselves and for others.
- To co-operate with the employer in ensuring that Health and Safety Responsibilities are carried out.
- To undertake any other relevant duties.

### Person Specification

- Previous cleaning experience is desirable but not essential.
- Be Loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge

### Terms and Conditions

- The post is part time, permanent.
- Hours of work will be Monday to Friday 06.00am – 08.00am
- Holidays are to be taken in agreement with your Line Manager.
- Bank Holidays may be taken, except when they fall within term time, in which case these are normal working days with a day of taken in lieu.
- Members of staff can use the sports facilities (at staff allocated times).
- After the statutory probationary period, staff can join the Dean Close Staff Pension Scheme.

### All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to [recruitment@deanclose.org.uk](mailto:recruitment@deanclose.org.uk)

*The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*