



## **Maintenance Assistant and Cleaner**

**Salary: £17,160**

**Start date: January/February**

**Closing date: 7<sup>th</sup> January 2019**

Maintenance and Cleaner

Thank you for your interest in the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

Working hours:	Full time. Normal working hours 8am – 5pm. Openness regarding change in hours to 6am-3pm or 10am-7pm.
Contract type:	Permanent.
Salary:	£17,160
Start date:	January/February

If you have any queries or need further information about the position please do not hesitate to contact HR on 01342 822275 or email [HR@michaelhall.co.uk](mailto:HR@michaelhall.co.uk)

## Application process

To apply for this role you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to [hr@michaelhall.co.uk](mailto:hr@michaelhall.co.uk) or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you do not hear from us in the two weeks following the application deadline, your application has been unsuccessful on this occasion.

Previous applicants need not apply.

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.*

## Job Description – Maintenance Assistant

**Reporting to:** Maintenance Manager

### **GROUNDS**

Grass mowing and strimming, spiking, harrowing, rolling, general duties within the School as directed

Hedge cutting around the school, including some school properties.

Clearing leaves

Clearing, reclaiming and maintaining the boundary fences.

Tree maintenance in the grounds (pruning, minor tree surgery).

Pest control (squirrels, rabbits, deer, wasps, etc)

### **GENERAL**

Support school festivals (Midsummer, Advent Fair, Saturday Markets, Open Days, Theatre props and carpets, Olympics, etc)

Support for Lettings (mostly furniture moving, preparing Mansion for events, but also response to blocked sinks, etc.

Playground cleaning: bins, sweepings, benches, drains, etc.

Job lists (blue slips), often moving things, painting, blackboards, etc.

Support for Site Development projects

Small repair work on school properties (garage roofs, breakdowns)

Working with outside contractors (gas, window cleaning, Fire, cleaners) at request of Site Manager.

## Job Description -School Cleaner

**Reporting to:** School Caretaker

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager.

### Main Responsibilities

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Maintenance Manager, School Caretaker and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Keep accurate time-sheets for any hours worked over the core hours in this contract and ensure they are signed by the line manager.

## Person Specification

### Knowledge

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.

### Experience

- Experience of undertaking a range of cleaning duties

### Personal Attributes

- Willingness to clean any area of the school as requested by the caretaker
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting

### Skills

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities