**School Cleaner**

**(Part-Time)**

**Welcome from the Principal**

Thank you for your interest in this post. Chase Grammar School is an academic and caring community for 2-19 year olds, with a small family feel.  We have big ambitions and a big heart for all of our students.

We offer a broad curriculum for the 21st century, which promotes the academic achievement, personal development and global citizenship of all students at A Level, GCSE, and at all stages throughout our school, in small, focused classes.

Our distinctive Chase Passport is used by students throughout the school to set themselves challenges and to plan personal targets to develop each of nine character strengths, which we believe are central to success in the 21st century: collaboration, creativity, decision making, empathy, global citizenship, integrity, leadership, problem solving and resilience.

Our Prep School, and Chase Grammar International Study Centre are part of one integrated campus where students work hard, learn from each other and have fun together!

I am passionate about supporting all staff to develop personally and professionally. We collaborate closely as a team of teachers and share “Tuesday Tips” every week on pedagogy. In a small school, opportunities often arise for development and progression, and we will support you as you take your career forwards.

Do visit our website and follow us on Facebook to see for yourself what a lively school we are. I very much hope that you will want to join, and contribute to, our thriving community.

Yours sincerely



Moira Simpson

Principal

**School Cleaner**

**Overview of Responsibilities**

Chase Grammar School requires a School Cleaner to take responsibility for ensuring areas in the School, such as the kitchens, bathrooms and common rooms are clean and tidy.

You will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by your supervisor/line manager. You may at times also be responsible for running the laundry, assisting young people with their laundry and ensuring that time slots are adhered to.

**The following is expected:**

* Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
* To carry out duties assigned, which will include those detailed above.
* 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.
* Report cleaning supplies requirements and stock levels to the line manager.
* Ensure Health & Safety, quality and general procedure compliance
* To be conversant with the school site and to have appropriate keys for the fulfilment of duties, which must not, under any circumstances, be handed to students or left carelessly lying around.
* To be conversant with the procedures for Fire Alarms.
* To be conversant with procedures for dealing with accidents and emergencies, including knowledge of trained First Aiders, the siting of medicines, and the protocols for their use.
* To be conversant with the procedure for contacting the Nurses in the school’s Medical Centre.
* To follow the Routine and other imperatives as laid out in the Handbooks

**Person Specification Knowledge**

* Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
* Knowledge of COSSH and the safe use of chemicals – training will be provided.

This role is Monday Friday and the expected hours are 06:30 – 09:30 term time only, however you will work 1 day each half term week and days either side of each main school holiday in line with the cleaning rota.

Chase Grammar School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced disclosure check with the Disclosure and Barring Service, references and must attend and comply with all Safeguarding Training and the School’s Safeguarding Policy.

**Terms & Conditions**

**Salary & Pension:** the School will contribute a percentage of pensionable salary towards a pension scheme if applicable.

**School Fees Remission:** any child of a member of staff who, having satisfied the entry requirements, and at the Proprietor’s discretion, is admitted as a student to the School will receive the benefit of the staff discount of 50% remission of the School fees

**Probation Period:** an offer of employment will be subject to a probation period of one year, during which employment will be subject to termination with half a term’s notice.

**Notice Period:** following probation, you will be required to give the School one term’s notice.