



Cleaner

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Cleaners required to start as soon as possible

Permanent, full time, 37 hours a week, all year round
Split Shift: 6.00am – 9am/3.00pm – 7.30pm Monday to Friday (early finish on a Friday – start and finish times are negotiable)
Shift times to differ outside of term time
28 days annual leave as well as Bank Holidays
Actual salary £19,708 - £19,905 pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We are looking for someone who is interested in working 37 hours a week following a cleaning rota. You would be given sufficient training to enable you to operate domestic and industrial cleaning equipment and materials in a safe and sensible way. You would be required to clean specific areas of the school, refill and replace soap, towels and other consumables and collect and dispose of waste in and around the school site. We would also expect you to work in line with health and safety and COSHH regulations and make the Cleaning Supervisor aware of any hazards.

This role requires someone who is physically fit and able to bend and do light lifting or moving of furniture. In addition, good communication, organisational and time management skills are required with the ability to work independently and as part of a team. You must be trustworthy and able to demonstrate high levels of integrity.

To discuss options and flexibility of hours please call the Estates Manager Jordan Jedrzejczyk on 01628 625308.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to kiran.smith@furzeplatt.net Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 26th September at midday
Interviews will take place as soon as is practicable

Job Description: Cleaner

Line Manager:	Estate Manager
Reporting to:	Cleaning Supervisor
Main Purpose of Role:	To undertake cleaning duties to maintain a high standard of cleanliness, as directed.

Main Responsibilities:

1. Ensure the School Estate is kept clean, safe, tidy and to a good level of aesthetic standard.
2. Operate domestic and industrial cleaning equipment and materials in a sensible way, following appropriate training.
3. Report any damage to the Cleaning Supervisor.
4. Work effectively in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to the Cleaning Supervisor immediately.
5. Collect and dispose of waste in and around the school site.
6. Refill and replace soap, towels and other consumables.
7. Ensure that all allocated equipment and materials are used in the correct manner and stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
8. Undertake physical activities, such as moving furniture and other equipment some of which may be heavy.
9. To follow assigned cleaning specification.
10. To ensure the safety of all children, young people and vulnerable adults within the School.

Other Responsibilities:

1. Be flexible to meet the needs of the School, as required offering shift changes to cover absence.
2. To actively participate in any training or team/staff meetings, as required by the management.
3. Carry out any other duties which may reasonably be required as requested by the management.
4. To comply with all of the Schools policies and procedures at all times.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification: Cleaner

	Essential	Desirable	How to be tested
Qualification criteria: 1. Eligible to work in the UK	✓		Application form
Experience of: 1. Working in a cleaning role. 2. Working in an educational environment.		✓ ✓	Application form and interview
Behaviours, Skills and Strengths: 1. Must be physically fit, able to bend and do light lifting or moving of furniture. 2. Good communication skills and the ability to listen and communicate confidently, effectively and sensitively with other members of the facilities team and school staff. 3. Good organisational and time-management skills. 4. Able to work under pressure, prioritise and meet deadlines. 5. Able to work independently and use own initiative but also be an effective team player. 6. Able to demonstrate high levels of honesty and integrity at all times. 7. A willingness to acquire specialist knowledge of Health and Safety on site.	✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: 1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children.	✓ ✓		DBS Process References