Lutterworth College
Bitteswell Road
Lutterworth
Leicestershire
LE17 4EW

CLEANING ASSISTANT

(Permanent position from September 2022)

We are looking to recruit a cleaning assistant to join our team to provide a cleaning service throughout the school and to contribute to the monitoring and upkeep of the site to ensure that it is effectively maintained. Please refer to the Job Description below for more information.

Required for a minimum of 4 hours a day between
3:00pm – 8:00pm Monday to Friday
(38 weeks during term time plus 2 weeks during the holidays)

The hourly rate of pay is £9.50 (Grade 2 Pt1)

"Pupils are friendly and outgoing. They are curious and have excellent study habits"
(Lutterworth College Ofsted, November 2017)

For further information and details of how to apply please visit the vacancies page of our website www.lutterworthcollege.com and return the completed application form to:
d.orton@lutterworthcollege.com

Closing date: ongoing
Interviews: To be confirmed
(The vacancy will close when a sufficient number of applications are received)

Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and a satisfactory Health Check.

JOB DESCRIPTION

Post Title:	Cleaning Assistant
Purpose of Post:	To provide a cleaning service throughout the School. To contribute to the monitoring and upkeep of the site to ensure that it is effectively maintained.
Reporting To:	Cleaning Supervisor
Salary / Grade:	2 (Point 1)
Hours:	Between 3:00pm – 8:00pm Monday to Friday (38 weeks during term time plus 2 weeks during the holidays). Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs. You will be required to attend training days and other events that may take place outside normal working hours.

Main (Core) Duties

1. To carry out cleaning duties as instructed including:

- sweeping, scrubbing, washing, mopping, brushing, vacuuming of floors
- spray cleaning of floors with spray burnishing machine
- application of floor polish
- vacuum, dust, wash walls and skirting boards, mirrors, wall coverings, doors and frames
- general cleaning of glass/windows
- cleaning of sanitary fittings
- emptying waste bins
- dusting furniture and other surfaces
- collecting and dispose of loose litter and other rubbish
- removing chewing gum from carpets, tables and benches
- removing graffiti immediately it appears where possible, or report to the Cleaning Supervisor or premises staff

2. Ensure that, where practicable, windows and doors in rooms not in use are closed and locked.
3. Ensure that lights are switched off before leaving rooms that are not in use.
4. Report any defects seen, likely to effect security (e.g. broken windows, window catches).
5. Report any matters noted which may cause a health and safety hazard.

Health & Safety:
Attention is drawn to the School Health & Safety policy, which outlines responsibilities employees have to care for themselves and for others. With particular regard to Cleaning duties, staff are responsible for the following:

- Using step ladders when necessary and with due regard to Health & Safety. When one person only is present, to climb no more than three steps high. When one person is aided by another to hold steps, to climb no more than five steps high

- Cleaning staff are required to use cleaning materials approved by the School only and in accordance with manufacturers printed instructions and COSHH Regulations. Chemicals should **NEVER** be mixed with other chemicals
- Care of all cleaning equipment assigned to them
- Wearing protective clothing provided to them while on duty. Additionally, should wear shoes which are suitable for the work being carried out eg slippers and flip flops are not acceptable and may create a Health and Safety risk to both self and others
- Cleaning staff will act in a professional manner at all times whilst on duty

Additional duties to include:

- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- May be required to accompany and supervise students on educational visits
- May be required to be an appointed person for first aid
- As a member of staff in an educational setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities
- To carry out such other duties which may be required from time to time within the grading of the post
- To work across Lutterworth College where appropriate – this may mean working in more than one school.