



WESTHOLME

Job title:	Cleaning Operative
Contract Type:	Permanent
Salary:	National Living Wage
Hours:	15 hours per week (Mon-Fri 5:30am-8:30am)
Working Weeks:	Full Year
Reporting to:	Cleaning Manager
Start Date:	As soon as possible

Role summary

Under the direction and instruction of the Cleaning Supervisor, you will undertake the cleaning of designated areas within the School premises to ensure they are kept clean and hygienic condition to the agreed quality standards.

Role and Responsibilities:

- General cleaning.
- Washing windows and window ledges.
- Sweeping & vacuum cleaning.
- Emptying litter bins.
- Polishing and dusting of surfaces and fixtures and fittings.
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables.
- Cleaning walls in classrooms, bathrooms, hallways, libraries and offices
- Scrubbing and polishing floors
- Using appropriate equipment

- To inform the Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc.
- To inform the Supervisor when there is low stock of cleaning materials and other disposables etc.
- To participate in the company's supervision scheme.
- To support the promotion of positive relationships.
- To undertake training as necessary.
- To follow the cleaning schedule.
- Complete paperwork and minor administrative duties as required by the role
- Carry out duties in accordance with school-based policies and Health and Safety regulations.
- Commitment to the safeguarding and welfare of children and young people.
- Maintain confidentiality in relation to the School and all aspects of work placement.
- To take care of the Health and Safety of yourself and other people.
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits, etc.

This list is not exhaustive but rather an indication of the main requirements of the role.

Person Specification

Cleaning Operative		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I)
Experience/Knowledge/skills/abilities		
Experience of working as a cleaner	E	A/I
Experience of using powered equipment (e.g. floor buffer)	D	A/I
Full driving licence	D	A/I
Ability to work as part of a team	D	A/I
Flexible attitude to work	E	A/I
Ability to work in an organised and methodical way	E	A
Awareness of Health & Safety issues	E	A
Awareness of CoSHH	E	A
Good interpersonal skills	E	A/I
Positive approach to customer care and service delivery	E	A/I
Commitment to undertaking relevant training and development	E	A/I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Willingness to work occasionally outside of contracted hours	E	I

Applicants who have any questions can email HR, HR@westholmeschool.com

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.