



## Liverpool College

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

### **Job Specification** Cleaner

#### **Duties include:**

- Vacuum cleaning
- Buff floors clean
- Wiping and polishing furniture
- Wiping ledges, pipes, paintwork and doors
- Emptying and cleaning bins
- Cleaning toilets and surrounds
- Mopping floor surfaces
- Replenishing janitorial supplies in toilets, or other areas around campus, sanitisers, etc.
- Checking and closing windows, switching off lights after work
- Deep cleaning (as directed) to help control the spread of viruses or other infections
- Carpet or hard floor cleaning (within specified areas and with specific machines)
- Such other duties as may be allocated from time to time
- Immediately reporting any defects or hazards to the Senior Cleaner, member of the Estates Staff or other senior member of staff
- The post holder has a responsibility for ensuring safety in the workplace and in this respect ensuring compliance with all instructions relating to the safe use and storage of materials (including chemicals) and equipment necessary for the performance of his/her tasks.

#### **Person Specification:**

- Previous cleaning experience, preferably in a school or office environment
- Ability to work with minimum supervision
- Trustworthy
- Ability to work as part of a team
- Ability to prioritise work and manage time effectively
- Be flexible to changing demands of the post
- Good timekeeping
- Ability to deal with pupils, colleagues and parents in a helpful and courteous manner
- Understanding of Health and Safety principles in the work place

**Health and Safety:**

The post holder will be responsible for health and safety in the area under his/her control on a day-to-day basis and must ensure, as far as is reasonably practicable, that he/she is familiar with all relevant Health and Safety legislation and recommendations and these are observed within his/her areas of responsibility. Any accident in the post holder's area during his/her working time must be recorded in the accident book.

**Reporting to:** The Vice Principal of Operations and Senior Cleaner.

**Responsible for:** The efficient and effective operation of cleaning services within Liverpool College.

**Liaising with:** Senior Cleaner and Cleaning Colleagues.

**Working Time:** Liverpool College operates for approximately 37 weeks of the year (term time) and there are additional cleaning requirements during holiday periods (6 weeks) to prepare the school for re-opening.

The following opportunities are available:

OPTION 1: **12.50 hours per week** (4.00pm – 6.30pm)

Monday to Friday during term time (37 weeks) plus an extra 6 weeks during holiday periods over the year (total 43 weeks).

SALARY: **£5,675 per annum**

OPTION 2: **16.25 hours per week** (3.15pm – 6.30pm)

Monday to Friday during term time (37 weeks) plus an extra 6 weeks during holiday periods over the year (total 43 weeks).

SALARY: **£7,378 per annum**

Please note that the extra 6 weeks work during school holiday periods are optional and the stated salary will be adjusted to account for that if applicants do not wish to have the extra 6 weeks included.

**Salary:** Annual salaries as stated above are based on the new National Living Wage rate (e.g. £9.50 per hour for over 23's as at 01.04.22), for a total of 43 weeks work, plus pro-rata holiday pay (inclusive of bank holidays).

**DBS:** All candidates will be required to have an Enhanced and Child Barred List DBS Check, as they will be working within an educational environment

***All staff members are eligible to use the school's commercial gym (LC Sports) free of charge which is open to staff and members of the public outside of school hours (evenings and weekends).***

***Furthermore, if a staff member has been employed continuously by Liverpool College for two years or more and they wish to apply for their child to attend Liverpool College, their application will be considered under the oversubscription criteria applying to staff children, which means there is a greater possibility for staff children to gain a place at the College if there are places available within their year group.***

*All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a 4-19 co-educational state maintained independent school, and to encourage colleagues and students to follow this example.*

**General Duties:**

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To comply with any reasonable request from the Senior Cleaner, Estates Manager and Heads of School to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Senior Cleaner to reflect or to anticipate changes in the job commensurate with the job title.*