



never give up.

Job Title	Schools Cleaning Operative
Reports To	Schools Maintenance Operative
	Maternity Cover – Starting from 1 st October 2020 Bretonside & North Hill premises
Grade	A point 1 (subject to NJC pay review)
Hours Salary	22.5 Hours/ 41 weeks per year £9,506 Actual Annual Salary
DBS Check Required	Enhanced

Job Purpose

ACE Schools Trust are looking for a school cleaning operative, experience within a similar role would be beneficial but not essential. Duties will include general cleaning tasks such as vacuuming, mopping, dusting and cleaning of toilets. To adhere to the security needs of the premises acting as a key holder if required.

General Duties

- To carry out cleaning tasks set out in the school cleaning schedule.
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Schools Maintenance Operative.
- To observe health and safety and security requirements.
- To complete any appropriate records or documentation required by the Head teacher.
- To maintain good working relationships with other school staff and to cooperate with reasonable changes to daily work routines, to assist the smooth operation of the school.
- To ensure that work undertaken complies with stated requirements.



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Demands

- Some Working at Height is required, full training will be provided
- Some Manual Handling is required, full training will be provided

Working Conditions

- The hours will be Monday to Friday 0630am to 0900am at our Bretonside premises then 15:30 to 17.30 at our North Hill premises.
- Term time only plus 2 weeks deep clean in the holidays (1x Easter Holiday and 1x Summer Holiday)
- There maybe be a requirement to work at other bases from time to time to cover holiday/sickness and support, therefore a vehicle owner/driver is desirable for this role.
- Variations to these times may be necessary on certain occasions when meetings, building work, functions etc are held at the school. Any variation, and the need for additional hours will always be notified in advance.

Desirable	<ul style="list-style-type: none"> • Full driving license and car owner
Experience	<ul style="list-style-type: none"> • Experience of cleaning in a school environment desirable
Knowledge/ Skills	<ul style="list-style-type: none"> • Use of a range of basic cleaning equipment, etc. • Good communication skills • An understanding of COSHH • Able to listen, observe and report information to the Schools Maintenance Operative. • Use of machinery.
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills • Flexibility • Ability to use own initiative • Ability to manage own work effectively