



## Cleaner

<b>Reporting to:</b>	Cleaning Supervisor /Director of Site
<b>Start date:</b>	ASAP, 1 month first instance
<b>Suitable for:</b>	Experienced/newly experienced
<b>Contract:</b>	Fixed Term, 20 hours, 50.14 weeks per year
<b>Salary:</b>	SC1, Point 2-3 (£23,628- £24,012 FTE)
<b>Disclosure level:</b>	Enhanced

### About the Role

We wish to appoint a Cleaner to work alongside the caretakers and other cleaners in a busy secondary school. Duties will include:

- ✓ Vacuum cleaning hard and soft floors
- ✓ Spot cleaning of spillages
- ✓ Wiping furniture, ledges, pipes, paintwork, doors & polishing door glass
- ✓ Emptying and cleaning bins
- ✓ Cleaning toilets including sanitary fittings and surroundings

### About Our School

Trinity Catholic High School is large Catholic comprehensive school situated in the London Borough of Redbridge and within the Diocese of Brentwood. Ofsted have ranked us as 'outstanding' on 5 consecutive occasions and we have a reputation for excellence in all aspects of our service to the children in our school and the wider community. Our school's inspection reports can be viewed on this link: [www.tchs.org.uk/about-us/inspections](http://www.tchs.org.uk/about-us/inspections). The highest standards relating to Teaching and Learning are a feature of daily life at Trinity and these significantly and positively impact student progress and attainment. Trinity's Section 48 report (January 2020) states that "Trinity Catholic High School is an outstanding school and a beacon of high-quality Catholic education. It has an excellent reputation in the local community and beyond and it is rightly seen as a flagship school for the Diocese of Brentwood". The report also emphasises that "Catholic life at Trinity Catholic High School is outstanding and is of the highest quality" and "Every aspect of Collective Worship at the school is outstanding".

### We are seeking a Cleaner who has:

- ✓ Good organisational skills and attention to detail
- ✓ Experience working in a hands-on role
- ✓ Had cleaning experience in a similar role, although this is not essential
- ✓ A flexible approach to working





## Your Application

The School can only accept applications made on our school application form or by using the on-line TES Apply now function. And submitting this via email or download our application form from our website: [www.tchs.org.uk/about-us/employment/](http://www.tchs.org.uk/about-us/employment/)

- **Tel:** 020 8504 3419
- **Email:** [recruitment@tchs.org.uk](mailto:recruitment@tchs.org.uk)
- **Closing date for applications:** 2<sup>nd</sup> March 2023
- **Interviews take place:** soon after the closing date
- **Early applications are welcome**

Trinity Catholic High School is committed to safeguarding children. Further details of this can be found on our website <https://www.tchs.org.uk/about-us/safeguarding/> Successful candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a satisfactory enhanced check with the Disclosure and Barring service (DBS).

Please note, due to high volumes of applications only shortlisted candidates will be contacted. We reserve the right to call applicants to interview prior to the closing date.





# Job Description

## Role

1. To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, laboratories, technical rooms, halls, corridors and toilets. It is a split site school, therefore the postholder may be required to work on either the Upper or Lower sites as required.

## Duties

1. To be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
2. The safe use of chemicals and cleaning materials as instructed by the Cleaning Supervisor following Health & Safety guidelines and the use of Personal Protective Equipment (PPE).
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and polishers following Health & Safety guidelines and training received.
4. To inspect all items of cleaning equipment prior to use for signs of damage, or wear and tear. This is particularly the case for items of electrical equipment, ladders, steps and tower scaffolding.
5. To maintain all School standards of hygiene and safety of all cleaning equipment and cleaning cupboards in your charge.
6. To liaise with the Cleaning Supervisor and Director of Site and other members of staff as required to ensure that the cleaning rota operates smoothly around both sites of the school.
7. To receive and follow instructions given by the Cleaning Supervisor particularly with regard to clearing responsibilities and quality of work.
8. To work as part of the team and support other members of the cleaning team to meet high cleaning standards.
9. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Cleaning Supervisor and Director of Site.
10. Duties to include the following:
  - Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Wiping furniture, ledges, pipes, paintwork, doors & polishing door glass
  - Emptying and cleaning bins
  - Cleaning toilets including sanitary fittings and surroundings
  - Mopping and spray cleaning hard floor surfaces
  - Wiping and polishing and straightening furniture
  - Replenishing janitorial supplies in toilets, etc
  - Checking & closing windows, switching off lights and locking doors after work
  - Such other duties as may be allocated from time to time

**Note: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc**

