



BEVERLEY GRAMMAR SCHOOL

Cleaner Recruitment Information Pack



**Beverley Grammar School
Queensgate
Beverley
East Yorkshire
HU17 8NF**



BEVERLEY GRAMMAR SCHOOL

Cleaner Recruitment Information Pack

Contents

Application Process	3
Vacancy Advert	4
Job Description and Person Specification - Level 1.....	5/6/7



BEVERLEY GRAMMAR SCHOOL

THE APPLICATION PROCESS

Completed applications should be:-

Posted to Mrs. C Hoyle
Beverley Grammar School,
Queensgate,
Beverley,
HU17 8NF.

Emailed to apply@beverleygrammar.co.uk

Early application is encouraged. We will review applications throughout the advertising period and reserve the right to close the advert prior to the stated closing date should sufficient applications be received.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact Mrs. C Hoyle in the first instance on c.hoyle@beverleygrammar.co.uk

THE CLOSING DATE FOR APPLICATIONS IS:

30 October 2020, noon
Interview date: w/c 2 November



Beverley Grammar School
Queensgate
Beverley
East Riding of Yorkshire
HU17 8NF
Tel: 01482 881531

Cleaner

Closing Date: 30 October 2020
Interview Date w/c 2 November 2020
Salary Range: Grade 1 - £9.00 per hour (£17,364 p.a. pro-rata)
Contract type: 27.5 hours full year
Commencing: As soon as possible

Beverley Grammar School is an 11–18 boys' comprehensive school with a Joint Sixth form with the neighbouring girls' school.

We believe the environment the students work in contributes to their education and are looking to recruit a Cleaner to work within the site team. We require a committed team worker, who is able to establish positive working relationships with students and adults.

You will have:

- The ability to communicate effectively
- The ability to work with minimal supervision
- The ability to relate well to young people
- A commitment to supporting the school policies

Further details and application forms are available at www.beverleygrammar.co.uk Completed forms should be posted to Mrs. C Hoyle, or emailed to apply@beverleygrammar.co.uk

Beverley Grammar School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Clearance from the Disclosure and Barring Service is required prior to appointment.



BEVERLEY GRAMMAR SCHOOL

Job Title: Cleaner
Location: Beverley Grammar School, Queensgate, Beverley
Grade: 1
Hours: 27.5 hours per week, 9 a.m. to 3 p.m.

PURPOSE AND SCOPE:

Reporting to the Site Manager, principle responsibilities include:

- Organise and carry out all allocated work to fulfil operational requirements.
- Comply with all statutory regulations: COSHH and other applicable Health & Safety guidelines.

Key Responsibilities:

- Carry out cleaning of all buildings on a rotation basis.
- Minor decision making to ensure a high-quality provision.
- Report any site issues to the Site Manager that may require his attention.
- Undertake training as and when required.

General Duties

- To be aware of and comply with school policies and procedures relating to child protection, health and safety, and data protection.
- To perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.

Date Approved	August 2020	Signature:
Head Teacher	Gavin Chappell	Signature:



BEVERLEY GRAMMAR SCHOOL
Cleaner
PERSON SPECIFICATION

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Basic literacy – to be able to read and understand Health & Safety information and attend / complete relevant training • Basic numeracy – to be able to comply with COSHH 	<p>Y</p> <p>Y</p>	
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Previous employment as a cleaner • A willingness to undertake training as required. 	<p>Y</p>	<p>Y</p>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Understanding of COSHH regulations • Appreciation of Health & Safety relating to role. 		<p>Y</p> <p>Y</p>
<p><u>Skills/Attributes:</u></p> <ul style="list-style-type: none"> • Excellent organisational skills and an ability to work effectively with minimal supervision. • Ability to work constructively as part of a team. • Must be physically fit and able to cope within a fast paced environment • Must be reliable, punctual and flexible • Maintain a high degree of integrity and confidentiality in relation to the students 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	