



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

CLEANING ASSISTANTS

Section:	General Services Department	Salary Range:	£7.83 per hour (increasing to £7.93ph after 6 months)
Responsible to:	General Services Manager	Hours of Work:	Various – see section 5
Status of position:	Permanent		

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Human Resources Manager, Financial Controller, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

2. LEVEL OF POSITION

The Post holder will report directly to the General Services Manager who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

3. MAIN PURPOSE OF ROLE

The Cleaning Assistant provides an efficient, effective and high quality of domestic and cleaning duties as required by the General Services Manager and Cleaning Supervisor.

4. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

- To undertake general cleaning duties ensuring that the establishment buildings are kept in a hygienic condition to a very high standard. This will involve use of electrical equipment e.g. vacuum, floor polishers, carpet cleaners etc.
- To provide a high standard of cleaning to enhance the overall homely environment of the classrooms, in conjunction Cleaning Supervisor.
- To undertake a deep clean at the end of every term/half-term in order to maintain standards for commercial lettings.
- To use all materials and equipment in the most efficient and cost effective way, including operating in accordance with all Health and Safety legislation, including COSHH requirements. To work in a safe and hygienic manner and assist colleagues to do likewise.
- To report any maintenance requirements to the Cleaning Supervisor in a timely manner.
- To show a degree of flexibility in carrying out your duties in liaison with the Cleaning Supervisor. Ensuring that all end of shift duties are completed prior to finishing work.
- To assist and positively contribute to the School's cleaning team.
- To attend termly staff meetings with the General Services Manager.
- To carry out other tasks within the position holder's competence that may reasonably be required by the Housemaster, Cleaning Supervisor, Matron and the General Service Manager from time to time.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

5. TERMS AND CONDITIONS

- ❖ **Salary:** The starting hourly rate of pay will be £7.83 per hour, this will increase to £7.93 per hour following a satisfactory 6-month review. Salary is annualised over 12 equal payments.

Post 1: Salary would be £11,451.37pa increasing to £11,597pa.

Post 2: Salary would be £4,721.49pa, increasing to £4,781.79pa.

- ❖ **Hours:** These are part-time positions, based on the following working hours and weeks:
Post 1: Normal working hours are 32.5 per week, 7.00am to 2.00pm, Monday to Friday, with a 30 minute lunch break. Working term-time (32 weeks), plus 8 weeks of the holidays.
Post 2: This is a part-time position based on normal working hours of 15 per week, 9.00am to 12.00pm, Monday to Friday, with no lunch break. Working term-time (32 weeks), plus 3 weeks and 1 day of the holidays.

Shrewsbury School is a boarding school and therefore operates 24 hours a day, 7 days a week during term-time. Flexibility will be needed / expected to meet the demands of the School.

- ❖ **Holidays:** Annual leave entitlement is 5 weeks pro-rata, which is incorporated within the normal paid working year, therefore payment is received in the annualised salary. Please note that you are not permitted, unless prior approval has been given, to take any leave during term-time. Please note that it will be necessary to work on Public Holidays which fall within term-time.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme subject to auto-enrolment Regulations.
- ❖ **Sickness Leave:** After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, after 3 waiting days you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **Life Insurance:** You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
- ❖ **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.
- ❖ **Other Benefits:**
 - You will be able to use the school sports facilities (swimming pool, gym and tennis courts) when not otherwise in use by pupils.
 - Child Care Vouchers run by Computershare Voucher Service.
 - Free on-site parking.



Shrewsbury School

Person Specification

CLEANING ASSISTANT

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications			
A good standard of Education.		✓	A / D
Statutory Training such as COSHH, Manual Handling would be an advantage, however training will be given.		✓	A / D
First Aid qualification or willingness to undertake training		✓	A / D
Work Experience			
Previous cleaning and/or work experience in a similar role would be an advantage.		✓	A / I
First class interpersonal and customer service skills.	✓		A / I
Excellent communication skills to liaise with a wide range of people.	✓		
Experience of Team working.	✓		A / I
Able to ensure standards for quality, customer service and health and safety are met.	✓		A / I
Personal Skills			
Ability to establish and maintain positive relationships.	✓		I / D
Well organised, task orientated and able to co-ordinate a range of activities.	✓		I
Practical evidence of taking own initiative.	✓		A / I
Ability to adapt to changes within the service	✓		A / I
A flexible approach to ensure all work completed by end of shift.	✓		A / I

Description	Essential	Desirable	Method used
Personal Skills continued			
Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative.	✓		I
Ability to work within a small team, working and supporting colleagues.	✓		A / I
Ability to self-organise and meet deadlines while working under pressure with minimal supervision, and on own initiative.	✓		A / I / D
Specialist Knowledge			
Awareness of Health & Safety at Work Regulations especially Manual Handling Regulations.		✓	A / I
Experience of operating cleaning machines i.e. floor polisher.		✓	A / I
A basic awareness of COSHH (Control of Substances Hazardous to Health) Regulations.		✓	A / I
Other / Special Working conditions			
Able to work on Saturdays on a rota basis	✓		A / I