



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION



Job Title	Cleaning Assistant
Grade/Salary	Hourly Rate- £7.79-9.98 per hour (dependent on age)
Hours	15 hours per week. Monday to Friday. 3.30 pm – 6.30 pm
Date Required	As soon as reasonably possible
Interview Date	Interviews will be arranged following the receipt of suitable applications.
Reporting To	Head of Facilities

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

Details

We seek to appoint a cleaning assistant to work alongside a friendly, supportive and committed faculty.

The successful candidate will ensure the school site is cleaned daily and provides a good learning environment for students and staff the following day.

Principal Responsibilities

- To clean all surfaces in the allocated area daily.
- To dust as required.
- To vacuum the floors.
- To mop and buff floors as required.
- To clean the toilet facilities.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



**THE BILLERICAY SCHOOL
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PERSON SPECIFICATION**



Category	Essential	Desirable
Application	<ul style="list-style-type: none">• Supportive references• Well completed application form	
Qualifications	<ul style="list-style-type: none">• Evidence of basic English and Maths skills [Ability to read instructions/measure cleaning products etc.]	<ul style="list-style-type: none">• COSHH Awareness Training
Experience	<ul style="list-style-type: none">• Experience in a school, office or similar environment	<ul style="list-style-type: none">• Prior cleaning experience• Supervision of junior cleaners
Professional Development		<ul style="list-style-type: none">• Willingness to complete any training required for the role
Skills	<ul style="list-style-type: none">• Good communications skills• Flexible and adaptable approach	
Special Knowledge		<ul style="list-style-type: none">• Understanding of Safeguarding / Keeping Children Safe
Personal Attributes	<ul style="list-style-type: none">• Ability to work well in a team• Hard-working and takes pride in the job• Meet required deadlines	