



DEAN CLOSE
ST JOHN'S
CHEPSTOW

Post:	Domestic Cleaner
Line Manager:	Foundation Operations Manager
Hours of Work:	15 hours per week, 35 weeks per year (6am to 9am Mon-Fri)
Salary:	£6730.92 per annum inclusive of holiday pay
Start date:	As clearance checks are completed
Location	Dean Close St Johns, Chepstow.

Dean Close Foundation, within Dean Close St Johns, offers exceptional co-educational schooling for children aged 3-13. The school has a permanent staff of domestic cleaners maintaining a clean and pleasant environment throughout the year. All staff help with ad-hoc cleaning requirements and with the preparation of its facilities for term-time and holiday activities. On occasion Travel to local nursery sites is required as part of this role to assist with cleaning cover.

Flexibility to assist with occasional weekend and Holiday external letting events is desirable.

This role is subject to DBS clearance and adherence to the school safeguarding and other policies.

The Role

A part-time Domestic Cleaner is required for 15 hours per week, 35 weeks of the year:

- To provide a clean and pleasant environment throughout the year, including deep cleaning and other area cover across the local school, boarding house and nursery sites.
- To help maintain the fabric of school or nursery buildings in good condition.
- To maintain high levels of cleanliness throughout the school and nurseries.
- A clean driving license is required

Main Duties and Responsibilities

- To clean specified areas of the school to the required standard as instructed by the Operations Manager.
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- Cleaning inside windows up to a specified height
- Sweeping and vacuuming floors
- Polishing and dusting surfaces and furniture
- Cleaning toilets and shower areas
- Use cleaning materials as appropriate and according to their instructions for use
- To empty bins and remove rubbish from the premises
- To take recyclable materials to appropriate recycling points
- To report any damages to school property or other relevant matters to the DCF Operations Manager
- To use power cleaning equipment as directed
- To undertake relevant non routine cleaning as instructed by the DCF Operations Manager

- To undertake any relevant training as required
- To comply with the requirements of the Health and Safety at Work Regulations
- To take reasonable care for the Health and Safety of themselves and for others
- To co-operate with the employer in ensuring that Health and Safety Responsibilities are carried out
- To undertake any other relevant duties as instructed.

Person specification

- Previous cleaning experience, preferably in a school or nursery setting.
- Be loyal, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge.

Terms and Conditions

- The post is part time, 15 hours per week, 35 weeks per year.
- The hours of work will be 06:00 – 09:00hrs Monday to Friday with flexibility required for additional hours when events dictate.
- Bank holidays may be taken, except where they fall within term-time, in which case these are normal working days with a day off taken in-lieu.
- A free school lunch is available, during term time, for staff who work six hours or more per day.
- After the statutory probationary period, staff are able to join the Dean Close Staff Pension Scheme.
- Sick pay after satisfactory completion of probationary period.

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Please click 'Quick Apply' and complete the application and forward any queries to recruitment@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.