



BARNARD CASTLE SCHOOL

| JOB DESCRIPTION | |
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| Title: | Cleaner/Domestic /Porter |
| Responsible to: | Domestic Services Manager |
| Summary: | <p>We are looking for a Cleaner/Porter to join our expanding team at Barnard Castle School.</p> <p>As part of a friendly team, you will be responsible for carrying out all cleaning duties to a high standard in line with health and safety guidelines.</p> <p>You will receive training, be supplied with full work wear and have the option to join a comprehensive pension scheme.</p> |
| Key Objectives: | To maintain a clean and tidy environment in line with school cleaning schedules. |
| Hourly rate: National minimum wage rates | Hours per week: Part time – to be discussed |
| Main Tasks: | <ol style="list-style-type: none"> 1. Keep all allocated areas clean, tidy and presentable to a high standard in accordance with school cleaning schedules. 2. Follow required Health and Safety policies and procedures |
| General Requirements: | <ol style="list-style-type: none"> 1. To ensure all equipment and products are used in accordance with manufacturer's instructions and school policies and procedures 2. To attend meetings and training as required 3. To comply with any reasonable request from the Domestic Services Manager or Team Leaders to undertake work of a similar level that is not specified in this job description |

| Essential Requirements: | Desirable Requirements: |
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| <ul style="list-style-type: none"> • Experience of working in a domestic services/cleaning role • Ability to carry out all aspects of the role to a high standard at all times • Ability to work well as part of a team • Ability to communicate and interact well with colleagues and students • Self-motivated and able to identify and complete required tasks without direct supervision • Ability to walk, climb stairs, bend, stretch, push, pull and lift repetitively during working hours | <ul style="list-style-type: none"> • Experience of working in an educational setting • Evidence of working as part of a team • Evidence of COSHH & moving and handling training • Evidence of first aid training |

| Minimum Training |
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| <p>The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken:-</p> <ul style="list-style-type: none"> • Health and safety • Fire safety awareness • Child protection and safeguarding |

| All employees of Barnard Castle School (BCS) are expected to:- |
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| <ul style="list-style-type: none"> • Actively follow and promote BCS policies, in particular equal opportunities, fire, health and safety and safeguarding. • Be responsible for considering the Health and Safety of themselves and others as an integral part of their job. • Maintain an awareness and observation of fire regulations • Undertake safeguarding training and understand safeguarding obligations • Carry out any other duties as are within the scope, spirit and purpose of the post as requested by the line manager/SMT • Demonstrate ongoing commitment to delivering the highest standard of service. • To establish good standards of communication with all stakeholders • To take an interest in how the School operates • To be an appropriate role model of reliability, behavior and appearance. |

Applications

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form to:-

Mrs Margaret Alderdice
Bursar's PA
Barnard Castle School
County Durham
DL12 8UN

Phone: 01833 696098
E-mail: hr@barneyschool.org.uk

Please note that applications will be considered as they arrive.

Applicants may telephone to discuss matters relating to the advertised post with the Domestic Services Manager.

Mrs Jacqueline Notman
Domestic Services Manager
Barnard Castle School
County Durham
DL12 8UN

Phone: 01833 696064
E-mail: jn@barneyschool.org.uk

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.