

Cleaner – Lower School

The Post

The Queen's School requires an experienced Cleaner to join the Estates Department. The Cleaner will ensure the efficient day-to-day operation of cleanliness of the school, as well as any other duties that may be required.

The Department

The Cleaner will work within the Estates Department, which is made up of the below members of staff:

- Estates Manager
- Estates Supervisor
- Cleaning Supervisor
- Estate Operatives
- Cleaner Operatives

Remuneration

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| Salary: | Salary will be paid to meet the National Living Wage |
| Pension: | The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol you in a pension scheme as and when required by law. Full details will be provided to you with your first salary payment. |
| Holidays: | Five weeks' annual paid holiday plus Bank Holidays. Increasing to six weeks after five years' service. |

Working Hours

- This role is a part-time, all year-round position. Working hours are 12.5 hours per week, 3:30pm – 6:00pm, Monday to Friday.
- Opportunities may be available for overtime. Hours will be mutually agreed and paid at the basic rate of pay where they are authorised in advance and required to perform duties outside of your normal job requirements.

Interview and Appointment

- Please notify the school if you have any disability for which special arrangements need to be made for either the interview, or if the position is offered.

- Candidates should be aware that the appointment will be subject to an enhanced Disclosure and Barring Service check.
- Successful candidates will also be asked to confirm that they are medically fit to carry out the duties associated with this post.
- Employers have a legal duty to verify that new employees are eligible to work in this country, under the Immigration Asylum and Nationality Act 2006. Therefore, the successful candidate will be asked to produce their passport and/or visa before commencing work.
- It is also our policy to ask to see original certificate(s) of qualification(s) upon acceptance of the post. A photocopy will be retained for our records in both cases.

General

To meet with legal requirements please read a copy of our Safer Recruitment Policy, containing our Employment of Ex-offenders Policy, which can be accessed via our website.

Application

The application form and a letter of application, which should be no more than one side of A4, should be addressed to Mrs Alison Riley no later than Friday 28th February 2020 and emailed to recruitment@thequeensschool.co.uk

It is The Queen's School policy that feedback will not be given following application.

For further information, please visit our website www.thequeensschool.co.uk before you come to the School.

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.