



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Specification Cleaner

Duties include:

- Vacuum cleaning
- Buff floors clean
- Wiping and polishing furniture
- Wiping ledges, pipes, paintwork and doors
- Emptying and cleaning bins
- Cleaning toilets and surrounds
- Mopping floor surfaces
- Replenishing janitorial supplies in toilets, or other areas around campus, sanitisers, etc.
- Checking and closing windows, switching off lights after work
- Deep cleaning (as directed) to help control the spread of viruses or other infections
- Carpet or hard floor cleaning (within specified areas and with specific machines)
- Such other duties as may be allocated from time to time
- Immediately reporting any defects or hazards to the Senior Cleaner, member of the Estates Staff or other senior member of staff
- The post holder has a responsibility for ensuring safety in the workplace and in this respect ensuring compliance with all instructions relating to the safe use and storage of materials (including chemicals) and equipment necessary for the performance of his/her tasks.

Person Specification:

- Previous cleaning experience, preferably in a school or office environment
- Ability to work with minimum supervision
- Trustworthy
- Ability to work as part of a team
- Ability to prioritise work and manage time effectively
- Be flexible to changing demands of the post
- Good timekeeping
- Ability to deal with pupils, colleagues and parents in a helpful and courteous manner
- Understanding of Health and Safety principles in the work place

Health and Safety: The post holder will be responsible for health and safety in the area under his/her control on a day-to-day basis and must ensure, as far as is reasonably practicable, that he/she is familiar with all relevant Health and Safety legislation and recommendations and these are observed within his/her areas of responsibility. Any accident in the post holder's area during his/her working time must be recorded in the accident book.

Reporting to: The Vice Principal of Operations and Senior Cleaner.

Responsible for: The efficient and effective operation of cleaning services within Liverpool College.

Liaising with: Senior Cleaner and Cleaning Colleagues.

Working Time: Liverpool College operates for approximately 37 weeks of the year (term time) and there are additional cleaning requirements during holiday periods (6 weeks) to prepare the school for re-opening.

There are a couple of opportunities available within school and you are invited to express a preference for any of the vacancies we currently have.

Option 1 - 4.00pm – 6.30pm Monday to Friday, during term times (12.50 hours per week) plus an extra 6 weeks work during holiday periods over the course of the year.

Option 2 – 3.15pm – 6.30pm Monday to Friday, during term times (16.25 hours per week) plus an extra 6 weeks work during holiday periods over the course of the year.

Option 3 – 6.30am – 8.30am Monday to Friday, during term times (10 hours per week) plus an extra 6 weeks work during holiday periods over the course of the year.

Please note that the extra 6 weeks work during school holiday periods are currently optional and the stated salary will be adjusted to account for that if applicants do not wish to have the extra 6 weeks included.

Additional work in addition to the above may be available whether on a temporary or permanent basis

Salary: Starting salary below is based on the 2021 national living wage rates (e.g. £8.91 per hour for over 23's as at 01.04.21) plus pro-rata holiday pay (inclusive of bank holidays). ***This salary level is currently under review.***

This will equate to an annual salary of the following, inclusive of the paid holiday element

Option 1 – 12.50 hours per week – £5,325 for 43 working weeks (37 term time weeks plus 6 weeks during holidays periods) and includes almost 5 weeks paid holidays per year. The salary figure is based on national living wage rate for age 23+.

Option 2 – 16.25 hours per week – £6,921 for 43 working weeks (37 term time weeks plus 6 weeks during holidays periods) and includes almost 5 weeks paid holidays per year. The salary figure is based on national living wage rate for age 23+.

Option 3 – 10 hours per week - £4,260 for 43 working weeks (37 term time weeks plus 6 weeks during holidays periods) and includes almost 5 weeks paid holidays per year. The salary figure is based on national living wage rate for age 23+.

DBS: Enhanced and Child Barred List Check – as candidates will be working within an educational environment they will be required to have a suitable and satisfactory Disclosure and Barring Service (DBS) check in order to work in the school

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a 4-19 co-educational state maintained independent school, and to encourage colleagues and students to follow this example. All staff members are also eligible to use the school's commercial gym (LC Sports) free of charge which is open to staff and members of the public outside of school hours (evenings and weekends)

General Duties:

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To comply with any reasonable request from the Senior Cleaner, Estates Manager and Heads of School to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Senior Cleaner to reflect or to anticipate changes in the job commensurate with the job title.