

Post: Estates Cleaner - The Paragon School

Reporting to:

1. Domestic Services Manager

Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

Purpose of the Role

To deliver a first class cleaning service to the Paragon School, including classrooms, toilets, offices, hall and reception areas

Contacts

The Estates Cleaner can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

The Role

The Estates Cleaner will report directly to and be line-managed by the Domestic Services Manager, assisted by the Cleaning Supervisor. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The Estates Cleaner, based at The Paragon School (Junior School), will play an important role by carrying out cleaning and associated duties at the premises. The main purpose of this position is to deliver a first class cleaning service to the Paragon School, including classrooms, toilets, offices, hall and reception areas.

Work will be allocated by the Domestic Services Manager and monitored by the cleaning supervisor. The Cleaner will be expected to work independently, but as a part of a team, reporting directly to the Domestic Services Manager. The post holder will have a duty of care for their own health and safety and the health and safety of others, particularly when undertaking their cleaning duties.

The post holder must ensure care, attention to detail and compliance with safety policies and procedures at all times. The school will provide all necessary personal protective equipment and work-based training relevant to the role. In addition the Cleaner will actively participate in relevant safeguarding, regulatory compliance and other training that the School may deem necessary or beneficial to the School and / or the Cleaner's own development.

The main areas of responsibility are:

- To ensure that a high level of cleanliness is maintained throughout the School on a daily basis.
- Each cleaner within the team will be responsible for an area and will be expected to clean to the frequency and standards set out by the School.
- To use cleaning materials appropriately, as instructed, and economically and inform the Cleaning Supervisor when stocks are low.
- To ensure that tools and equipment are in kept in good working order, reporting any faults to the Cleaning Supervisor.
- Empty and clean bins and remove waste to designated area.
- Clean internal glass and internal and external door glass, as required.
- Vacuum and spot clean carpeted areas and wash or mop all other floor surfaces regularly and spot clean any spillages, as required.
- Dust and clean fixtures and fittings.
- Regularly clean toilets, hand basins and toilet areas and replenish toiletries as required.
- Use electrical and mechanical equipment from time to time, including floor polishers, etc. after appropriate training.
- Report any defects seen which are likely to affect security or safety i.e. broken/cracked window, broken furniture etc. to the Cleaning Supervisor.
- Use all cleaning materials in accordance with manufacturers printed instructions and COSHH regulations.
- Be aware of Health & Safety in relation to themselves and others.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the cleaning rota, but nevertheless require attention as part of maintaining overall high standards.

Line Management

The Estates Cleaner has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed January 2022

Professional Specification and Personal Attributes

The ideal candidate will display the following essential and desirable attributes:

- Basic level of literacy and numeracy
- Good communication and organisational skills
- Ability to follow verbal and written instructions but also to use own initiative
- Ability to work under pressure, specifically on occasions when there are deadlines to meet.
- Reliability, integrity, commitment and a strong work ethic.
- Able to work effectively on their own and occasionally, flexibly in support of the small team of existing school cleaners.

The successful candidate must be able to walk up and down flights of stairs on a daily basis and cope with the routine manual tasks involved with regular daily cleaning schedule.

The post holder must be reliable and dependable, ideally with some cleaning experience in schools/businesses, with good attention to detail.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Cleaner can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.



Support for evening and weekend events may be required in agreement with the Domestic Services Manager for which time off in lieu (TOIL) or paid overtime will be given.

In addition to the normal bank and public holidays, the post holder shall be entitled to an additional 25 days paid holiday, pro-rata according to contract, if applicable.