

# JOB PROFILE

## CLEANER/SERVICES PORTER

To start September 2022  
or as soon as possible thereafter



Lucklex  
HOUSE SCHOOL



# CLEANER/SERVICES PORTER

## OVERVIEW

Due to significant growth in the School we are looking to appoint a Cleaner/Services Porter. In addition to general cleaning duties you will also assist the maintenance team with setting up for functions and events across the School.

It is a busy, physical role where stamina and strength will be essential and the ability to think and work on your own initiative.

## MAIN DUTIES/RESPONSIBILITIES

### Cleaning duties

1. To ensure that all school buildings, including student areas, classroom areas, common rooms, offices, halls, communal areas and residential accommodation, are cleaned according to work schedules a to maintain a high standard of cleanliness.
2. To maintain all bathroom, toilet and shower areas in a hygienic condition according to set standards.
3. To maintain all kitchen areas in a hygienic condition according to set standards.
4. To ensure that all floors are maintained to a high level of cleanliness and cleaned in accordance with set standards.
5. Remove and dispose of rubbish from designated areas.
6. Cleaning of windows as necessary.
7. To assist in end of term deep-cleaning activities as required.
8. To be aware of responsibilities under the Health and Safety at Work Act 1974.
9. To ensure that any cleaning storerooms are maintained in a tidy, safe and hygienic condition.
10. To ensure that any C.O.S.H.H. regulations relating to cleaning products are adhered to.
11. To report any damage to fixtures and fittings to line manager.
12. To attend all mandatory and relevant training.
13. Any other duties required for the smooth running of the school



## Services Porter

1. To help set up for events and clear up as requested when necessary.
2. To drive School minibuses and transport as required (the ability to drive a minibus will be an advantage but not essential).
3. To assist with traffic flow and parking on the school site for special events when necessary.
4. To accompany outside contractors and other workmen around the site when necessary.
5. To attend training courses as required.
6. To receive deliveries for stores, including teaching supplies, materials and other goods, and arrange storage with relevant staff, when necessary.
7. To assist other members of the maintenance team or other departments within the School as requested by the General Services Manager.

## TERMS AND CONDITIONS

Hours: Monday to Friday (08:00 - 17:00)  
Salary: £10.20 per hour

### NON-CONTRACTURAL BENEFITS

- School's Pension scheme as well as a death in service benefit.
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements.
- Staff carpark.
- Employee Assistance Programme (EAP).
- Free lunches and use of the School gym.

### HOW TO APPLY

For further details please contact:

Mrs N Hall, HR Manager on 0118 978 4175 or email [narene.hall@luckleyhouseschool.org](mailto:narene.hall@luckleyhouseschool.org). Alternatively, an application can be downloaded and submitted via the TES website at: [www.tes.com/jobs/employer/-1002273](https://www.tes.com/jobs/employer/-1002273)

**Closing date:** Friday 9 September 2022 (noon).

We reserve the right to interview and appoint before the closing date.

