



**Mayfield Grammar School
Gravesend**

**Appointment of
Cleaner**

Closing date: 1pm – Wednesday 29th November 2023



Mayfield Grammar School

Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.mgsg.co.uk Email: enquiries@mgsg.kent.sch.uk

CLEANER

Part-time: 10 hours per week, 47 weeks a year

2 hours per day Monday to Friday, (6.30 a.m. to 8.30 a.m. or 3.30 p.m. to 5.30 p.m.),

Salary at Kent Range 3 £21,293 pro rata (actual salary £5,378.04 pa)

Mayfield Grammar School are looking for a keen and enthusiastic cleaner to join their friendly team. Previous experience of working in a school is desirable, but not essential.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.co.uk

Applications made via Kent Teach will be accepted.

CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by Wednesday 29th November 2023

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



JOB DESCRIPTION

Job Family	Premises Support
Job Profile Title	Cleaner
Grade	Kent Range 3 - £21,293 pro rata (actual salary £5,378.04 pa)

Summary of Job:

Clean and maintain areas of the establishment, under the direction of a senior member of staff to ensure they are kept clean and tidy.

Outline of Main Duties:

1. Provide a comprehensive cleaning service to include dusting, vacuuming washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times.

2. Maintain clean toilets to ensure hygiene standards are met.

3. Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained.

4. Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.

5. Undertake, during holiday periods, a complete "spring" clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors etc., to ensure all areas are clean and fresh.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Working Environment

The post will be based within the school buildings unless accompanying educational visits.

Signed: _____ Dated: _____

Approved by: _____ Headteacher