



## THE WALLACE HIGH SCHOOL

### CLEANER WITH SUPERVISION DUTIES

#### JOB DESCRIPTION

<b>POST TITLE:</b>	Cleaning Staff with Supervisory Duties
<b>HOURS:</b>	36 hours per week This is comprised of 30 hours of Cleaning duties and 6 hours of Supervisory duties. Monday-Friday 9.15am – 5.15pm
<b>RATE OF PAY:</b>	NJC SCP 3 £18,562 per annum (pro rata), £9.88 per hour
<b>RESPONSIBLE TO:</b>	The Cleaning Supervisor.

#### General Information

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are some 300 pupils in the Sixth Form. The school draws its pupils from Lisburn and the surrounding area. In 1976 it moved from its original site to a new building in Clonevin Park which also houses a Preparatory Department of approximately 160 pupils.

#### Job Purpose

Undertake, as part of a team, the cleaning of any area within the premises, designated by the Cleaning Supervisor.

#### 1 Duties and Responsibilities

- 1.1 Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.
- 1.2 Clean and remove stains of soft floor surfaces (carpets/matting) using the appropriate cleaning method.
- 1.3 Clean toilet and shower area including the fixtures and fittings.
- 1.4 Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35M, polishing furniture where appropriate.

- 1.5 Empty and clean internal litter bins and remove to the designated collection points.
- 1.6 Move furniture and equipment within the classroom and corridors to enable cleaning duties to be properly carried out.
- 1.7 The preparation for after school activities and the clearing up and cleaning after these activities and the preparation of the school for normal use.
- 1.8 Ensure that all lighting and heating within allocated areas are turned off when not required to avoid waste of electricity.
- 1.9 You are required to carry out such other duties concerned with the care and cleanliness of the whole school premises and of its contents as may reasonably be required by the Principal or Head of Premises.

## **2 General Conditions**

- 2.1 All duties must be carried out to comply with:
  - (a) The Health and Safety at Work (NI) Order 1978;
  - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - (c) The COSHH Regulations;
  - (d) Codes of Practice.
- 2.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 2.3 Cover colleagues on sick leave in line with school procedures.
- 2.4 Absence must be reported in line with the school's procedure and the relevant forms must be completed and signed by the Head of Premises.
- 2.5 When carrying out cleaning duties protective clothing or work wear issued must be worn.
- 2.6 Flat-soled enclosed-toe footwear should be worn when carrying out cleaning duties.
- 2.7 Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.
- 2.8 All necessary paperwork must be completed.

- 2.9 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee. The School reserves the right to require you to perform other duties and work within other departments from time to time.

### **3 Training**

- 3.1 Employees will accept any training for jobs graded at a higher level than their own. Payment will only be made where there is a requirement by the authority for the higher-level duties to be carried out.
- 3.2 Employees must accept any training to facilitate the undertaking of duties up to and including their own grade. The training to include:  
Induction Training  
Refresher Training

### **4 Essential Criteria**

Minimum of one year's continuous employment working as a cleaner.

### **5 Desirable Criteria**

Previous experience working in a school environment or a similar large organisation.

These posts are available on a 52 week contract. Term Time Working (38 weeks) will be considered.

The closing date for application forms is **Wednesday, 8 December 2021 at 12.00pm**. It is preferred that application forms are emailed to [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net).

Alternatively application forms can be posted to

The Principal's PA  
The Wallace High School  
12a Clonevin Park  
Lisburn  
BT28 3AD.

**CVs will not be considered.**