JOB DESCRIPTION

CLEANER (HOUSEKEEPING CALENDAR)

HOUSEKEEPING DEPARTMENT

MAIN PURPOSE OF JOB:

Undertake cleaning duties whilst maintaining the highest standards of cleanliness within the areas of responsibility in accordance with the Foundations cleaning specifications and schedules. These schedules are to be completed using best practice and as instructed by the Housekeeping Supervisor.

MAIN DUTIES:

Work in accordance with the output specification which includes the following duties – please note this list is not exhaustive.

- Empty waste bins, remove rubbish and take to designated outside bin compound
- Clean black/white board
- Replace and straighten furniture to original formation
- Dust and polish desk and table tops
- Wash down all painted surfaces
- Polish brasswork
- Pick up litter and hoover carpet areas
- Clean toilets
- Clean bodily fluids as required
- Sweep and mop hard floor areas
- Strip and reseal hard floors as directed
- Operate various equipment as required
- Inspect cleaning equipment, including empty and clean vacuums, and report any required replacements or repairs to the Team Leader, Assistant Housekeeping Supervisor or Operational Services (Housekeeping) Manager.
- Be vigilant and report any repairs, damage and breakages that become apparent during cleaning to the Team Leader, Assistant Housekeeping Supervisor or Operational Services (Housekeeping) Manager.
- Close windows, alter blinds and curtains as required
- Lock and secure doors as required
- Support and encourage the utilisation of the recycling programmes implemented across the School and assist in reducing energy consumption by switching off lights and equipment as directed by the Team Leader, Assistant Housekeeping Supervisor or Operational Services (Housekeeping) Manager.
- Attend Team Meetings as required
- Attend relevant training courses internally or externally to update skills and for the benefit of both parties
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons
- Be aware of COSHH regulations required for the cleaning products being used
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School
- Carry out Housekeeping Duties in other Bolton School buildings when required
- Undertake any other reasonable duties that may be assigned from time to time by the Team Leader, Assistant Housekeeping Supervisor or Operational Services (Housekeeping) Manager.

PERSON SPECIFICATION

CLEANER (HOUSEKEEPING CALENDAR)

HOUSEKEEPING DEPARTMENT

EDUCATION/TRAINING/QUALIFICATIONS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE Application Form, Interview, Reference**
NVQ Level 1 Cleaning and Support Services	D	Application Form
First Aid at Work	D	Application Form
KNOWLEDGE/EXPERIENCE	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Proven experience of cleaning including toilet and washroom areas	D	Application Form / References
PERSONAL SKILLS AND ATTRIBUTES	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Able to work calmly and under pressure	E	Interview / References
Able to work within a team	E	Interview / References
Conscientious and hardworking	E	Interview / References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview / References

TERMS AND CONDITIONS

CLEANER (HOUSEKEEPING CALENDAR)

HOUSEKEEPING DEPARTMENT

SALARY

The salary is based on point 03 of the Support Staff pay scale which is currently £25,568 per annum, pro-rata this equates to £9,946.80 per annum.

HOURS OF WORK

The hours of work will be 15 per week, between Monday and Friday, for 43.6 weeks during term time, plus additional weeks during School holidays (paid for 49.9 weeks per year, which includes holiday pay).

The normal hours of attendance will be 4.15pm until 7.15pm.

HOLIDAY

Paid for 20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays (pro-rata).

LINE MANAGEMENT

Operational Services (Housekeeping) Manager

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- Lunches will be provided free of charge on campus.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Life Assurance cover up until the age of 65.
- Access to a free Employee Assistance Programme.
- Training and development opportunities will be offered.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.

- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.

Housekeeping Department Calendar 2026/2027

Sep-26					
Mon		7	14	21	28
Tues	1	8	15	22	29
Wed	2	9	16	23	30
Thurs	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

Oct-26					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thurs	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

Nov-26					
Mon	30	2	9	16	23
Tues		3	10	17	24
Wed		4	11	18	25
Thurs		5	12	19	26
Fri		6	13	20	27
Sat		7	14	21	28
Sun	1	8	15	22	29

Dec-26					
Mon		7	14	21	28
Tues	1	8	15	22	29
Wed	2	9	16	23	30
Thurs	3	10	17	24	31
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

Jan-27					
Mon		4	11	18	25
Tues		5	12	19	26
Wed		6	13	20	27
Thurs		7	14	21	28
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	31

Feb-27					
Mon	1	8	15	22	
Tues	2	9	16	23	
Wed	3	10	17	24	
Thurs	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

Mar-27					
Mon	1	8	15	22	29
Tues	2	9	16	23	30
Wed	3	10	17	24	31
Thurs	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

Apr-27					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thurs	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	
Sun	4	11	18	25	

May-27					
Mon	31	3	10	17	24
Tues		4	11	18	25
Wed		5	12	19	26
Thurs		6	13	20	27
Fri		7	14	21	28
Sat	1	8	15	22	29
Sun	2	9	16	23	30

Jun-27					
Mon		7	14	21	28
Tues	1	8	15	22	29
Wed	2	9	16	23	30
Thurs	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

Jul-27					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thurs	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

Aug-27					
Mon	30	2	9	16	23
Tues	31	3	10	17	24
Wed		4	11	18	25
Thurs		5	12	19	26
Fri		6	13	20	27
Sat		7	14	21	28
Sun	1	8	15	22	29

Working days in Term time (which includes INSET days) (175 days)

Public holidays (8 days)

Working days out of Term time (43 days)

Christmas close down (5 days)

Housekeeping Holidays

Housekeeping Team Meetings

Days in which you are not in work:

- 26 – 27 October 2026
- 22 December 2026 – 1 January 2027 (Christmas Closedown)
- 26 – 31 March 2027
- 03 May 2027
- 30 May 2027
- 12 July 2027 – 13 August 2027
- 30 August 2027

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