



**Mayfield Grammar School
Gravesend**

**Appointment of
Cleaner**

Closing date: 1pm – Wednesday 7th October 2020



Mayfield Grammar School

Gravesend

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

Headteacher: Mrs E. Wilson, BA (Hons)

CLEANER

Part-time: 20 hours per week, 47 weeks a year

4 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.),
42 weeks per year plus 5 weeks paid holiday

Salary at Kent Range 3:- £9.35 per hour

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.kent.sch.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 7th October 2020.

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.



Mayfield Grammar School, Gravesend

Job Profile

Job Family	Premises Support
Job Profile Title	Cleaner
Grade	Kent Range 3: £9.35 per hour
Date	September 2020

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.

Staff & Others Supervised by Job Holder:

None

It is recognised that some job holders may not carry out all the Main Duties in their particular place of work.

Signed: _____

Dated: _____