



# West Kirby Grammar School

## **Cleaner – 17.5 hours per week**

September 2024

£11.44 per hour – Actual Salary £10,439 per annum

Graham Road, West Kirby, Wirral. CH48 5DP

[www.wkgs.org](http://www.wkgs.org)

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# Advertisement

## Cleaner

September 2024



### Cleaner

17.5 hours per week – Monday to Friday

Actual salary £10,439 per annum

### Permanent role

We are seeking to appoint an enthusiastic and able cleaner to join our in-house cleaning team with immediate effect. Prior experience in a similar role is desirable but not essential.

West Kirby Grammar School is a very successful selective girls' school with boys admitted into the Sixth Form. There are more than 1200 students on roll including a Sixth Form of about 350. GCSE & A Level results are outstanding.

Further information and an application form are available to download from the School's website ([www.wkgs.org](http://www.wkgs.org)) or by contacting the School on 0151 632 3449.

### How to Apply

Complete the application form online and supply a letter, of no more than two sides, explaining why you wish to join our Estates Team and what skills and experience you can bring to the school.

**Closing date:** Friday 27<sup>th</sup> September at 9:00am

**Interviews:** Week commencing Monday 30<sup>th</sup> September

# Job Description

## Cleaner

September 2024



Job title:	Cleaner
Reporting to:	Site Manager
Grade:	National Minimum Wage - £11.44 per hour
Salary:	The actual salary is £10,439 per annum
Hours:	Monday to Friday – 17.5 hours per week

### Key Role/Function:

To provide high standards of cleanliness throughout the school – working individually as well as part of a team.

### Specific Duties

#### Cleaning

- Be responsible for ensuring the cleanliness of your designated areas and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with the Site Manager and Housekeeper and other members of staff as required to ensure the cleaning rota operates smoothly.
- Report cleaning supplies requirements and stock levels to the Housekeeper.
- Ensure Health & Safety, quality and general procedure compliance.
- Work as part of a team to meet standards and school objectives, report any Health and Safety issues to the Site Manager and Housekeeper.
- Report any obvious defects such as blocked toilets, broken fixtures and fittings etc to the Housekeeper during the completion of his/her duties.
- Any other reasonable requests made by the Site Manager or Housekeeper.

# Person Specification

## Cleaner

September 2024



Job title: Cleaner

Reporting to: Site Manager

Grade: National Minimum Wage - £11.44 per hour

Salary: The actual salary is £10,439 per annum

Hours: Monday to Friday - 17.5 hours per week

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential      D: Desirable

### 1. Qualifications

Good general education (E)

### 2. Experience

Ability to prioritise work and work in an organised manner (E)

Able to communicate clearly and follow instructions (E)

Experience of cleaning (E)

Experience of working as part of a team (D)

### 3. Knowledge

Ability to communicate with a wide range of people (E)

Initiative and the ability to work without supervision (E)

Be flexible to changing demands of the post (E)

Take pride in a job well done (E)

Knowledge of Health & Safety within the workplace (D)

### 4. Special Requirements

Ability to maintain confidentiality (E)

Must be in good health (E)

Professional approach to conduct, attendance and dress (E)

Enhanced DBS clearance and identity checks (E)

Excellent References (E)



## **Staff Wellbeing**

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- A flexible and generous approach to family appointments and child events
- Access for all staff to self-referral Health & Wellbeing Support package
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

## **Life in West Kirby**

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



**West Kirby**  
Grammar School