



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION**



<b>Job Title</b>	Cleaning Assistant
<b>Grade/Salary</b>	Hourly Rate- £9.52 per hour (which includes an element of holiday pay)
<b>Hours</b>	20 hours per week. Monday to Friday. 3.30 pm – 7.30 pm
<b>Date Required</b>	As soon as reasonably possible.
<b>Interview Date</b>	Interviews will be arranged following the receipt of suitable applications.
<b>Reporting To</b>	Head of Facilities

### About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

### Details

We seek to appoint a cleaning assistant to work alongside a friendly, supportive and committed faculty.

The successful candidate will ensure the school site is cleaned daily and provides a good learning environment for students and staff the following day.

### Principal Responsibilities

- To clean all surfaces in the allocated area daily.
- To dust as required.
- To vacuum the floors.
- To mop and buff floors as required.
- To clean the toilet facilities.

#### Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.