



**Bigland  
Green  
Primary  
School**

**Bigland Street, London E1 2ND**

**Tel. 020 7702 7088**

## **Maintenance Assistant** (Premises Cleaning Team)

**Start date:** February 2023

**Salary:** £13.57 per hour

**Vacancy hours:** 5 – 7.5 hours per week (1 to 1.5 hours per day)

**Closing date:** 3 February 2023

Bigland Green is seeking to recruit a suitable person as a Maintenance Assistant to join its strong cleaning team. Some previous experience in a similar setting is essential. Experience of working in a school is desirable. However, the person must have a good understanding of high quality hygiene and cleanliness.

The successful person will work one cleaning shifts each day (4:30 to 5:30 or 6:00 PM depending on needs) – Monday to Friday. They will have a contract for 52 weeks with 4 weeks' holiday entitlement per year.

Potential candidates are welcomed and encouraged to visit the school. Please telephone or email to arrange a visit.

Bigland Green offers:

- curious children who are eager to learn, and have good support from parents;
- systems to ensure a good work-life balance for all staff members;
- a modern, spacious building with exceptionally good resources for inside and outside learning, very good transport links;
- strong support for staff CPD, and;
- a highly supportive governing body.

Bigland Green is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

**How to apply:** Application forms are available on the school website

<https://biglandgreen.towerhamlets.sch.uk/vacancies/>

Please return your application to [enquiries@biglandgreen.towerhamlets.sch.uk](mailto:enquiries@biglandgreen.towerhamlets.sch.uk)

**Shortlisting/interview date:** Only short-listed candidates will be informed by email and invited to an interview during the week beginning 6 February 2023.

*Bigland Green ~ a great place to learn & grow...*

## Job Description: **Maintenance Assistant**

Hourly Pay: £13.57 per hour – 5 to 7.5 hours per week  
Location: Bigland Green Primary School, Tower Hamlets  
Contract: All year round – Monday to Friday  
Reporting to: Premises Manager

### **Job title: Maintenance Assistant**

The maintenance assistant will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. Bigland Green is a very successful well-presented, well maintained primary school.

### **Purpose:**

To provide a high standard of hygiene and cleanliness throughout the school.

### **Main Responsibilities**

- a. Be responsible for ensuring the cleanliness of the designated area and for maintaining high and consistent standards.
- b. 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.
- c. Liaise with the supervisor and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- d. Report cleaning supplies requirements and stock levels to the line manager.
- e. Ensure Health & Safety, quality and general procedure compliance.
- f. Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- g. Report any Health and Safety issues to the Premises Manager.

### **Person Specification**

<b>Knowledge</b>	<ul style="list-style-type: none"><li>▪ Some knowledge of Health &amp; Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.</li><li>▪ Knowledge of COSHH and the safe use of chemicals.</li><li>▪ Knowledge of cleaning best practises.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Experience of undertaking a range of cleaning duties including: vacuuming; dusting; mopping; scrubbing; buffing; disposing of waste; and replenishing consumables.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>▪ Willingness to</li><li>- clean any area of the school as requested by the supervisor</li><li>- take personal responsibility for standard of work carried out</li><li>- participate in further training and development opportunities offered by the school</li><li>- maintain confidentiality on all school matters</li><li>- be able to manage some heavy lifting, and work as part of a strong team</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>▪ Ability to work effectively and supportively as a member of the school team</li><li>▪ Ability to work in an organised and methodical manner</li><li>▪ Ability to act on own initiative, dealing with any unexpected problems that arise</li><li>▪ Being physically capable</li><li>▪ Communication, reading and mathematics</li><li>▪ Customer service and sound judgement</li><li>▪ Honesty and integrity</li><li>▪ Motivation and flexibility</li><li>▪ Respect and professionalism</li><li>▪ Time management and multitasking</li><li>▪ Understanding and following safety rules</li><li>▪ Understanding and carrying out set tasks</li><li>▪ Understanding of health and safety regulations</li></ul>