

Morning & Evening Cleaner Job Description

Reporting to: Cleaning Supervisor and Assistant Bursar – Operations

Hours: 32½ per week, all year round role. Hours be agreed at interview and based on 05:30-08:30 and 16:00 to 19:30 Monday to Friday.

To Apply

Please apply by completing the Confidential Application Form (available at www.stgabriels.co.uk > Staff Vacancies or by requesting from HR on 01635 555680) and returning it by email to hr@stgabriels.co.uk or by post to Angela Morris, HR Advisor, St. Gabriel's, Sandford Priory, Newbury, Berkshire RG20 9BD.



The School

St Gabriel's is an independent day school founded in 1929. Sandford Priory dates back to the early Middle Ages and is set in a beautiful Grade 1 listed building within 32 acres of Capability Brown parkland, which provides a gracious setting in which to work. St Gabriel's pupils thrive through strong, effective pastoral support; our broad curriculum and range of activities afford each pupil the opportunity to enjoy success according to their particular talents. St Gabriel's is no ordinary school; parents are always impressed by the sense of purpose and enthusiasm of the talented, committed staff and the confidence of the extremely happy pupils.

A St Gabriel's Cleaner is responsible for the cleaning of St Gabriel's premises. He/she will also contribute to the maintenance and development of the profile of the Cleaning Team both in school and in the wider community.

Main Duties and Responsibilities

- 1) Carry out and complete cleaning tasks in line with the daily work schedules set by the Assistant Bursar - Operations
- 2) Carry out amended work schedules as required from time to time by the Cleaning Supervisor in response to school events, needs or staff absence.
- 3) Complete designated "deep cleaning" projects during school holidays.
- 4) Ensure own designated area is kept clean and tidy at all times and that work is completed to a high standard.
- 5) Maintain good timekeeping and be ready to commence shift at 06:00 and 1600 hours.
- 6) Adhere to School and legal regulations regarding health, safety, fire and accident reporting.
- 7) Report any general or specific health and safety concerns, defects, accidents or near misses to the Cleaning Supervisor in a timely manner.
- 8) Handle chemicals and cleaning equipment carefully. Use according to the task they are intended for and in accordance with the School and Health and Safety guidelines.

- 9) Display a positive and professional attitude providing a good example in dress and behaviour to the pupils and to other staff, ensuring personal appearance is of the highest standard at all times in line with School policy.
- 10) Participate in all School arranged training to improve personal development and skills.
- 11) Manage own time to the best advantage of the school and the cleaning tasks.
- 12) Implement the provisions of the school's Child Protection policy.

Person Specification

- Reliable, punctual and hard working
- Good team worker
- Willing to assist in the performance of other tasks when required
- Pro-active, friendly and professional approach to work

The post holder is responsible for promoting and safeguarding the welfare of children and young persons with whom he/she comes into contact and will adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children of the school, s/he must report any concerns to the school's Child Protection Officer or to the Principal.

Summary of Main Terms and Conditions

- Actual salary up to £15,000 per annum
- 28 days annual leave (to include bank holidays)
- Occupational pension scheme available
- Group Life Assurance
- Free parking on site