

# St Gabriel's

NEWBURY

## SCHOOL EVENING CLEANER JOB DESCRIPTION

### About St Gabriel's:

St Gabriel's Independent Day School is a forward-thinking school with traditional values for boys 6 months - 11 years and girls 6 months - 18 years.

Sandleford Priory dates back to the early Middle Ages and is set in a beautiful Grade 1 listed building within 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.



**Role purpose:** A St Gabriel's Cleaner is responsible for the cleaning of the 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.

**Reporting to:** Cleaning Supervisor and HR & Operations Manager

**Hours of work:** 25 hours per week, 16:00-21:00 Monday-Friday all year round

### Main Duties and Responsibilities

- 1) Carry out and complete cleaning tasks in line with the daily work schedules set by the HR & Operations Manager.
- 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 16:00.
- 6) Be flexible across other areas of school and work until 9.30pm on occasion to cover the 2nd Evening Cleaner holidays or absence.
- 7) Adhere to School and legal regulations regarding health, safety, fire and accident reporting.
- 8) Report any general or specific health and safety concerns, defects, accidents or near misses to the Cleaning Supervisor in a timely manner.
- 9) 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.
- 10) 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.

- 11) Participate in all School arranged training to improve personal development and skills.
- 12) Manage own time and cleaning tasks to the best advantage of the school.
- 13) Implement the provisions of the school's Child Protection policy.

### **Person Specification**

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

### **Salary & benefits:**

- Salary £9.15-£9.63 per hour
- Generous contributory pension scheme
- Group Life Assurance
- Free parking
- Full training given

### **To apply:**

Please apply by completing a St Gabriel's Confidential Application Form available on the school website [www.stgabriels.co.uk](http://www.stgabriels.co.uk) or from Angela Morris, Human Resources 01635 555694. Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Angela Morris, St Gabriel's, Sandford Priory, Newbury, Berkshire RG20 9BD.

**Closing date for application forms:** 27 October 2021

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy and Safeguarding Guidance 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 in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.