

INFORMATION FOR THE POST OF CLEANER

Bournemouth School for Girls is a busy school and we are proud to say we have a wonderful community of staff and students. We are located off Castle Lane West in Bournemouth, close to the Castle Point Shopping Centre. The school is large and to keep this looking good, we have a large cleaning team.

The cleaning team is made up of permanent adult cleaners and some of our Sixth Form students. Just like 'a Saturday job'.

Many of our cleaners have been with us for years and we are very lucky to maintain this continuity, however, as our Sixth Form girls leave for University, travel or work, we do have a natural annual turnover. We are therefore always on the lookout for good cleaners and invite you to apply if you are interested.

This information pack contains information on the post, terms and conditions, and the school. If you are interested please ring 01202 526289 or return the application form to by post to Mrs J Ford, Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ, e-mail jford@bsg.bournemouth.sch.uk

JOB DESCRIPTION

Job title:	Cleaner	Job Ref:	XS 1.6
Reports to:	Senior Cleaner		

Main job purpose

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

Main responsibilities and duties

1. To carry out cleaning tasks set out in the school's cleaning schedule.

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2. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Senior Cleaner (or other nominated supervisor).
4. To observe health and safety and security requirements.
5. To complete any appropriate records or documentation as required.
6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

Knowledge & skills

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.

Supervision and management

The post holder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the school.

Problem solving and creativity

Key contacts and relationships

Regular contact with the Bursar, Senior Cleaner and other cleaning staff regarding cleaning duties. General contact with other school staff.

Decision making

The post holder is expected to report and record any problems involving cleaning materials equipment breakdown, health and safety matters or such like to the Senior Cleaner (or nominated supervisor) in line with existing policy and practice.

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Resources

Cleaning equipment, e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

Working Environment

Daily use of cleaning equipment, chemicals and machinery.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

Terms and Conditions

Hours per week:	Minimum of 10 hours per week.
Weeks per year	Term time plus 4 weeks in the school holiday period (42 working weeks). This equates to 48.09 paid weeks per year Contracts are also available for term time only. Term time contracts are 38 working weeks which equates to 43.51 paid weeks per year.
Holidays:	Holiday pay is included in paid weeks per year. All holidays are taken in the school holiday period.
Working pattern:	Term time - 3.45pm to 5.45 pm Monday to Fridays. Working hours in the school holiday periods are by agreement.
Salary scale/point:	BSG Scale 2 - £7.62 per hour to £7.89 per hour depending on age, experience and contract.
Condition of Post	The appointment is subject to satisfactory references, police and medical clearance. The appointment is subject to the satisfactory completion of a six-month probationary period.

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January 2017