

## Watford Grammar School for Girls



**Afternoon Cleaners Required**  
**52.14 week per year**  
**Monday to Friday**  
**12.5 hours per week**  
**Actual Salary - £6,331.08 / £9.71 per hour**

Monday – Friday 3.15pm– 5.45pm / 2.5 hours per day  
Salary (pro-rata) is based on scale HA / Point 1 plus WGGGS fringe allowance

You must be hard-working, enthusiastic, flexible and able to work alone or as part of the team as well as being committed to maintaining the high standards of cleanliness throughout the school.

The successful candidates will have cleaning experience, ideally in a similar environment.

*The school is committed to safeguarding and promoting the welfare of young people and expects all employees to share this commitment. All appointments are subject to satisfactory pre-employment checks including two references and a satisfactory Enhanced Criminal Records with Barred List check through the DBS.*

Applicant Pack and Support staff application forms are also available School's website.

Please note that **All applications for this post must be made on the School's Support Staff application form.**

Please see the Applicant Pack for contact details for the return of completed application forms.

**Closing date: Monday, 5<sup>th</sup> April 2021 – 12 Noon**  
**Interviews: TBA**

## Watford Grammar School for Girls



### Job Description

**Job Title:** Cleaner  
**Department:** Site & Facilities Manger  
**Location:** Watford Grammar School for Girls  
**Reports To:** Site& Facilities Manager  
Caretaker  
Cleaning Supervisor

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our Ethos:

“The Ethos of the school is based firmly on our record of academic success. We encourage all girls to strive for academic excellence. We value hard work, scholarship and reading and believe that these should remain part of each girl’s life as she develops a life-long love of learning. We strongly encourage girls to achieve their highest potential and to participate actively in all areas of school life, such as music, sport, community service and enrichment opportunities. We exhort girls to aim for the highest standards in everything they do and we recognise each girl’s individual talents. We build the confidence, resilience and personal responsibility of the girls by taking every opportunity to develop these in lessons and extra-curricular activities, and by encouraging girls to participate in opportunities that will enrich and enhance their school experience. As a community, we respect our traditions and promote care, consideration, toleration and trust.

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior Person for child protection.

#### **1 PURPOSE OF JOB**

To undertake cleaning duties at Watford Grammar School for Girls; working as part of a team to provide a clean and safe environment for users of the school buildings and grounds.

To contribute to a working environment that supports equal opportunities and anti-discriminatory practice.

## 2 MAIN AREAS OF RESPONSIBILITY

- a) Cleaning of any designated area to ensure the school is kept in a clean and hygienic condition including:
- Vacuuming and cleaning floors including the use of powered equipment
  - Polishing all floors including the use of powered equipment
  - Dusting and polishing furniture and other surfaces
  - Cleaning windows and doors
  - Cleaning walls and other paintwork, tiling and mirrors
  - Emptying and cleaning waste bins
  - Cleaning toilets, sinks and basins
  - Helping Site team moving exam desks as and when needed
  - Ensuring compliance with all instructions relating to the use of cleaning materials and equipment.

**Please note: In this role, there will be exposure to strong cleaning materials.**

**Designated areas can be classrooms, offices, receptions areas, school halls, stairways etc.**

### (b) PROBLEMS AND DECISIONS

- Problems may arise in connection with powered equipment.
- Problems should be reported to the Cleaning supervisor /Caretaker.
- Site & Facilities Manager should be made aware of cleaning supplies running low and report this to the cleaning supervisor /Caretaker for action

### (c) PHYSICAL EFFORT

- Continuous lifting throughout the shift of classroom and other furniture.
- Pushing /pulling heavy cleaning equipment.
- Bending and stretching to move furniture and other articles around.
- Approx. 90% to 100% of the time

**It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.**

## 3 ORGANISATION CHART

Headteacher  
Business Manager  
Site Manager  
Caretaker  
Cleaning Supervisor  
Cleaners

#### **4. SUPERVISION**

Day to day supervision by Cleaning Supervisor/Caretaker or as necessary.

#### **5 CONTACTS**

- Cleaning supervisor
- Caretaker
- Site & Facilities Manager
- All staff
- Pupils
- Parents and other members of the public
- Domestic and catering staff

#### **6 FINANCE AND RESOURCES**

- No responsibility for any staff

#### **7 PERSON SPECIFICATION (KNOWLEDGE, EXPERIENCE AND TRAINING)**

- No specific qualifications required.
- Experience in commercial cleaning
- Flexible with regard to working priorities
- Experience of effective working within a team or alone on own initiative
- Experience in commercial cleaning and/or working in a similar role (Schools/Office cleaning)
- Experience in the use of powered floor cleaning equipment (Floor polishing machine)
- Basic understanding of Health and Safety procedures
- Must be able to complete all task in the above job description

#### **8 ADDITIONAL INFORMATION**

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

- v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. 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 may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.