



Bishop's Hatfield Girls' School

Headteacher: Ms T Nickson BEd (Hons), MA, NPQH
Woods Avenue, Hatfield, Herts AL10 8NL T: 01707 275331 F: 01707 270244
Email: admin@bishophatfield.herts.sch.uk Website: www.bishophatfield.herts.sch.uk
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Cleaner Job Description

Job title:	Cleaner
Hours:	10 – 15 per week, outside school hours either mornings or afternoons term time only (48 weeks/annum)
Location:	Woods Avenue, Hatfield, AL10 8NL
Salary:	£7.50 per hour
Start date:	asap

PURPOSE OF YOUR JOB.

To ensure the brand new school building is cleaned to a high standard, in line with agreed cleaning specifications.

MAIN AREAS OF RESPONSIBILITY

- To clean all school areas including all corridors, stairs, classrooms, toilets and bathrooms (both staff & pupils), staff room, library, offices and meetings rooms to ensure they are kept in a clean and hygienic condition
- Cleaning is to be done as per agreed specification using equipment and materials appropriate to the different surfaces
- To use where necessary scrubbing and buffing machines (training will be provided)
- To clean and re-stock toilets with toilet paper and practical rooms with paper towels as appropriate
- To empty bins, replace new bags and take out rubbish.
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
- To carry out periodic deep cleans during school holidays
- To work with the Caretaker or Site Assistant to prepare for events and clear up afterwards
- The jobholder may be asked to carry out such reasonable duties, which may be required, within the competence of the post holder, as necessary, when requested by the Business Manager or Facilities Co-ordinator.
- Working patterns to be set by the school and may vary from time to time – staff will be given reasonable notice of changes

ORGANISATION

The job holder will report to the Cleaning Supervisor.

CONTACTS

Facilities Co-ordinator
School Business Manager
Caretaker and Site Assistant
School staff
Pupils
Parents and other members of the public

"This is an OUTSTANDING school" - Ofsted 2016



Pupil Premium Awards 2016
Local Winner
Secondary schools with published KS4 results

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of cleaning in a professional environment.
- Knowledge of efficient cleaning methods and materials.
- Experience of using cleaning scrubbing/buffing machines or willingness to learn.
- Awareness of the main requirements of health and safety legislation including COSHH regulations and good practice relevant to the duties.

PROBLEMS AND DECISIONS

- In the event any problems arise in connection with powered equipment, the post holder should report any problems to the Caretaker.
- Manage stocks of cleaning supplies and place orders for new supplies in a timely fashion.
- Be aware of the need to use only those chemicals on the COSHH list.
- Report any breaches in security or issues with the building to the Facilities Co-ordinator.

PHYSICAL EFFORT

Some lifting, bending and stretching to move furniture, cleaning equipment and other articles in order to clean effectively will be required.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

ADDITIONAL INFORMATION

The job holder may be required to attend occasional meetings or training sessions during school office hours (8am to 4pm).

Working patterns to be set by the school and may vary from time to time – staff will be given reasonable notice of changes. Flexible working will be considered during school holiday periods.

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. To perform any other duties that are relevant and reasonably requested by school management or the Caretaker.