

School Cleaners Job Description

Our new Woodward Building will open in November 2021 and requires additional cleaners to work everyday term time only as part of our busy Premise & Cleaning Team. We are looking to recruit cleaners to work 4:00pm – 7:00pm, 7:00pm – 10:00pm or to cover both shifts each day.

The overall aim of this role is to maintain a clean and safe environment for all our students, staff and visitors at Halliford School. This role is key to the school ensuring the school provides enhanced levels of cleaning needed to keep everyone safe from Covid-19. The successful applicant will be provided with a uniform and full training. This role will report to the Premise Manager.

Process of Application

Please complete in full and as accurately as possible the application form, paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Maria Hartzenberg, the HR & Recruitment Officer, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: maria.hartzenberg@hallifordschool.co.uk

Completed application forms should be e-mailed to the HR & Recruitment Officer to arrive no later than **12 noon, 5th November 2021**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date. Please note that initial interviews will be held on-line at this stage.

On the day of interviews, all applicants will be asked to provide proof of identity and address.

Main Duties

- Cleaning across the whole school site. (working on rotation with others)
- To include cleaning of school toilets for both students and staff.
- Restocking hygiene materials in classrooms.
- Ensuring all cleaning stores are replenished and well stocked.

Opportunity to work on a Saturday to clean after events /sports fixtures.

Skills and Knowledge

- To be thorough and pay attention to detail
- the ability to work well with your hands
- patience and the ability to remain calm in stressful situations
- the ability to work well with others
- the ability to work on your own
- the ability to accept criticism and work well under pressure
- physical skills like movement, coordination, dexterity and grace
- excellent verbal communication skills
- to be able to carry out basic tasks on a computer or hand-held device

Salary

Halliford School offers a competitive pay structure and non-contributory support staff pension.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

Halliford School reserves the right to appoint upon receipt of applications.

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the HR & Recruitment Officer. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.

