



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post:	Cleaners
	10 Hours per week non-term time 52.14 paid weeks per year
Location:	Watford, Hertfordshire
Closing Date:	noon – 5th November 2018
Interviews:	TBC

Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form*
Person Specification
Job Description
Safer Recruitment Policy
Child Protection Policy

*Available on website if you have requested an electronic information pack. This form includes an Equal Opportunities Monitoring Sheet which will be separated from your application form on receipt.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Support Staff Application forms:
Mrs Shelina Moledina, HR Assistant, s.moledina@watfordgirls.herts.sch.uk



01923 223403



admin@watfordgirls.herts.sch.uk

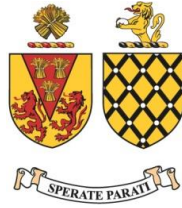


watfordgrammarschoolforgirls.org.uk

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls
Lady's Close,
Watford, Hertfordshire
WD18 0AE

Watford Grammar School for Girls



Part Time Cleaners – 2 Positions
10 Hours per week: 3.45pm –5.45pm
Monday-Friday

52.14 weeks per year

Actual Pro-Rata Salary based on Hay Scale HA6 + Inner Fringe as at 1 April 2018: £4662.43 per annum

We require two cleaners to work afternoon shifts (Monday to Friday).

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 candidate will have cleaning experience.

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 a satisfactory Enhanced Criminal Records with Barred List check through the DBS.

Those working with children under the age of 8 will be required to make a declaration under the statutory guidance 'The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018' issued by the Department for Education (DfE).

Applicant Pack and Support staff application forms are available from the School's website
<http://www.watfordgrammarschoolforgirls.org.uk/>

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.

WATFORD GRAMMAR SCHOOL FOR GIRLS

JOB DESCRIPTION/SPECIFICATION

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

1 PURPOSE OF JOB

To undertake cleaning duties at Watford Grammar School For Girls

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
- Plus helping Site team moving exam desks.

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

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

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. JOB CONTEXT

Part of a team which undertakes cleaning duties in the school.

WATFORD GRAMMAR SCHOOL FOR GIRLS

JOB DESCRIPTION/SPECIFICATION

6 CONTACTS

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

7 KNOWLEDGE, EXPERIENCE AND TRAINING

- No specific qualifications required.
- Experience in commercial cleaning
- Basic understanding of Health & Safety procedures

8 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

9 FINANCE AND RESOURCES

- No responsibility for any staff

10 PHYSICAL EFFORT

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

11 WORKING ENVIRONMENT

- Some exposure to strong cleaning materials.

12 ADDITIONAL INFORMATION

Person Specification

- Flexible with regard to working priorities
- Effective working within a team or alone on own initiative
- Understanding and experience in commercial cleaning (Schools/Office cleaning)
- Experience in the use of powered floor cleaning equipment (Floor polishing machine)
- Must be able to complete all task in the above job description

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.