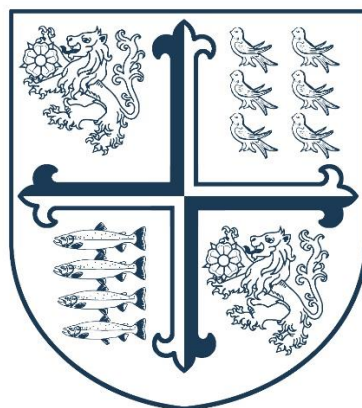


Bournemouth School



Information for Applicants

Cleaner

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



January 2025

Dear Applicant

Cleaner

Thank you for expressing interest in the part-time post of Cleaner at Bournemouth School.

We are recruiting additional cleaning staff to help maintain the cleanliness of the school environment. Cleaning experience is preferred. Hours are negotiable between 6.30 am and 6.00 pm, Monday to Friday.

The application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website (www.bournemouth-school.org).

The closing date for applications is 9.00 am on **Monday 27 January 2025**. If you require any further information regarding the application process or the school, please contact Mr Stephen Coombes on 01202 512609 or e-mail scoombes@bournemouth-school.org.

Please e-mail your completed application form to office@bournemouth-school.org or post to the address below marked for my attention.

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis
Headmaster





Cleaner

Job Description

Job Purpose

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

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

General:

You are expected to fulfil the requirements of the job description.

Reporting to:

Senior Caretaker

Hours:

Negotiable between 6.30 am and 6.00 pm, Monday to Friday

Worked Weeks:

38 weeks (term time)

Paid Weeks:

43.6 weeks

Hourly Pay:

£12.26 per hour

Grade:

BS Grade 1, point 2

Disclosure Level:

Enhanced

Effective Date:

1 January 2025

Main responsibilities and duties

1. To carry out cleaning tasks set out in the school's cleaning schedule.
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 Caretaker.
4. To observe health and safety and security requirements.
5. To complete any appropriate records or documentation required by the Headteacher
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 and 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 postholder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the Senior Caretaker.

Key contacts and relationships:

Regular contact with the Senior Caretaker, Premises Manager and other cleaning staff regarding cleaning duties. General contact with other school staff.

Decision making

The postholder is expected to report and record any problems involving cleaning materials equipment breakdown, health and safety matters or suchlike to the Senior Caretaker in line with existing policy and practice.

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.

Large secondary school with 1200 pupils and 150 staff.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Job description prepared by: S D Coombes
Designation: Business Manager
Date: January 2025

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

