BOURNEMOUTH SCHOOL FOR GIRLS

Afternoon Cleaner (Term Time Plus)

Bournemouth School for Girls

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BOURNEMOUTH SCHOOL FOR GIRLS

Dear Applicant,

Thank you for your interest in our role of Cleaner.

Bournemouth School for Girls is a busy school and we are proud to say we have a wonderful community of staff and students. We are located off Castle Lane West in Bournemouth, close to the Castle Point Shopping Centre and on a road with regular bus services to most areas. The school is large and to keep this an appropriate learning environment we have a good sized and friendly cleaning team. Many of our cleaners have been with us for years and we are pleased to maintain this continuity by being a supportive employer.

We currently have a permanent position available within our cleaning team for an afternoon cleaner commencing as soon as possible. The role is for 2 hours per day, Monday to Friday and working hours of 3:45pm to 5:45pm, term time plus training days and a total of 40 hours during holidays (mutually agreed working). Our aim is to find a person who will wish to help us maintain our school and enjoy the benefits all our permanent staff enjoy.

You will need to have experience of cleaning within a commercial setting, some understanding of COSHH requirements but most importantly be diligent, hardworking and reliable.

This information pack contains details of the post, terms and conditions and the school.

Applications need to be submitted on the Application Form for Support Staff which can be found on our website www.bsg.bournemouth.sch.uk

Applications may be submitted by post or by email to Lisa McKenzie, lmcKenzie@bsg.bournemouth.sch.uk by the closing date of 10am on Monday 16 March.

Interviews will be conducted week commencing 23 March. Should you have not been contacted by this date then please assume you have been unsuccessful. We appreciate your time in applying.

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ. Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry our social media searches in line with the guidance in KCSIE 2023.

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Job Description

Post Title: Cleaner
Responsible to: Premises Manager

Core Purpose of the Role

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

Key Responsibilities

- Carry out cleaning tasks set out in the school's cleaning schedule.
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Senior Cleaner (or other nominated supervisor).
- To observe health and safety and security requirements.
- Complete any appropriate records or documentation as required.
- 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.
- Ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

Knowledge and Skills

No formal qualifications are 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.

Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.

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Salary and Benefits

The post holder will be paid on a fixed-point Grade 2, Point 3, £24,796 p.a. FTE, £12.85 per hour (pay award due April 2026).
This is a term time, part time contract including staff training days, Monday to Friday 3:45pm to 5:45pm, and a total of four weeks (40 hours) during holidays. The role is therefore paid for 49.45 weeks per year.
Annual leave is added to weeks worked and taken during school holiday periods. Pay is divided into 12 monthly payments.

Local government defined benefit pension scheme.
Access to salary sacrifice benefits such as cycle to work.
Access to wellbeing resources, discounts and other special offers for services.
Free parking on site.
Company funded medical cash-back scheme.

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

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