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## Job Description – Cleaner

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### **Overall Purpose**

The cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school to support the education on offer by the School. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Operations Manager cleaning staff will clean other areas as required. From time to time the Head or any member of the SMT team may also carry out spot checks on any aspect of cleanliness they feel is appropriate

To provide an excellent service to pupils, parents, colleagues, and other stakeholders.

**Reporting to:** The Operations Manager

**Location:** Barrow Hills School

**Hours of work:** Part time, 52 weeks per annum to include School holiday periods, hours to be confirmed with the candidate.

**Annual leave:** 28 days including Bank Holidays (pro rata) to be taken as agreed with the Operations Manager.

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### **Main Duties and Responsibilities**

#### Facilities

- To work as part of a team to perform a variety of regular and one-off cleaning tasks and duties.
- To maintain high standards when undertaking cleaning duties in order to ensure that buildings and their external areas present well at all times.
- Be responsible for a particular area of the School and clean their area to the frequency and standards set out.
- To use only the approved cleaning materials, economically and appropriately, in accordance with manufacturer's printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals or decanted into non authorised alternate storage bottles.
- To report cleaning supplies requirements and stock levels to the Operations Manager on a timely basis.
- To ensure that tools and equipment are in good working order, reporting any faults to the Operations Manager.
- If required, contribute to major/emergency cleaning tasks such as spring cleaning and cleaning in case of a medical outbreak.
- Ensure the collection of waste by emptying and cleaning bins and removing waste to designated area, including the separation of waste, i.e. recycling.
- Clean internal glass and internal and external door glass, where practical.
- Where appropriate, ensure windows and doors are closed and lights switched off.

- Use electrical and mechanical equipment, floor polishers etc. after appropriate training. Ensuring that all are kept in good working order and any faults are reported to the Operations Manager.
- Maintaining a professional appearance, uniform being worn at all times and kept in a clean and tidy condition.

#### Health and Safety

- To ensure that all Health and Safety policies are adhered to when using equipment and cleaning chemicals.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- To report all health and safety concerns identified during the course of work to the Operations Manager.
- To report all maintenance concerns identified during the course of work to the Operations Manager.

#### Training

- Participant in relevant staff meetings and training courses as identified and agreed.

#### Other

- To know, understand and apply the School's policy on Safeguarding Children/Child Protection Policy including EYFS and to ensure compliance for all areas of responsibility.
- To support the spiritual life and ethos of the School.

### **Person Specification**

#### Physical

Able to carry out the physical demands of the role.

#### Experience

- Of undertaking a range of cleaning duties.
- Recent experience working or studying in a setting involving young people.
- Able to communicate clearly, understand and follow instructions.
- Ability to carry out general cleaning duties as detailed in the Job Description.
- Punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Take pride in a job well done.

#### Behavioural Skills

- A team player: willing to roll up sleeves and get stuck in to clean any area of the School.
- Endeavours to apply high standards to all work undertaken.
- Able to work flexibly during the working day around the needs of the School
- Able to apply common sense
- Trustworthy, maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information

**Terms and Conditions:** Barrow Hills School has its own salary scale, which provides generous remuneration. Children of staff may be educated at Barrow Hills School as day pupils or at our partner school King Edward's Witley at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

**FURTHER INFORMATION:**

**Barrow Hills School (BHS) (IAPS, 2 – 13)**

Set in 33 acres with excellent facilities, BHS is a co-ed day school for 220 children aged 2-13. The School has a Christian ethos in the Catholic tradition.

In 2015 BHS became the second school of the Bridewell Royal Hospital Foundation. This exciting merger of their governing charity with the Bridewell Royal Hospital brought closer ties to King Edward's Witley. It allows for the possibility of continued education from nursery to university across the two schools and, on a practical basis, allows the children at Barrow Hills to access facilities beyond the reach of most stand-alone preparatory schools.

Within the family of two schools, however, Barrow Hills continues to be an autonomous preparatory school preparing children at 11+ and 13+ for a broad range of senior schools, including King Edward's.

Further details of both schools are to be found in the Independent Schools' Year Book or on their respective websites: [www.kesw.org](http://www.kesw.org) and [www.barrowhills.org](http://www.barrowhills.org).

**The Area:** Barrow Hills is situated on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** Barrow Hills School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.*

*This job description will be reviewed as appropriate in consultation with the post holder.*