

Godstowe

School Cleaner

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Godstowe Preparatory School (the 'School') is a thriving independent day and boarding preparatory school for some 430 girls (with boys in the Pre-Preparatory department). The School has a large team of in-house domestic cleaning staff responsible for keeping the School in a clean, tidy, presentable and hygienic condition for its daily activities. The School's operations are spread over numerous separate buildings on its 12-acre site on the northern outskirts of High Wycombe.

Management

The Cleaning Staff report directly to the Facilities Manager.

Duties and Responsibilities:

- General cleaning duties and the maintenance of a high standard of cleanliness, hygiene and order in an individual's designated area, which may cover any operational areas of the School: Communal areas; Classrooms; Boarding houses; Toilet and cloakroom facilities; Administrative offices; Science and similar specialised teaching facilities; dining areas; Assembly, sports and theatre spaces; Other residential accommodation.
- 'Deep cleaning' at appropriate times of the School year
- Preparation and after-event clean-up for special events
- Ensuring cleaning equipment and materials are in good condition and supply to enable work to continue at all times
- Responsibility for safe storage of cleaning equipment and materials in accordance with Health & Safety requirements
- Any other general School duties which may be required from time to time to assist with the smooth running of the School

The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

General Information in relation to the position

Qualifications and Experience

Previous experience in a similar post will be advantageous.

Personal attributes

The post holder will:

- Have excellent interpersonal, customer care and communication skills and be able to communicate at all levels and age groups
- Have excellent time management skills
- Exhibit flexibility in adapting to changing needs and situations
- Have a proven record of good attendance and reliability
- Have the ability to work well in a team, demonstrating good social interaction and positive attitudes to support with overall team workload
- Be able to show initiative and to work unsupervised
- Be hard working and enthusiastic
- Be able to complete online training and development courses using computer equipment

Child Protection

All members of School staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to always follow the child protection policy. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.