



School Cleaner

All year – Monday to Friday

Hours of work: 15 hours per week (6.00 – 9.00am)

£11.07 per hour

Starting date: August 2022

The school

St Paul's Girls' School is one of the country's leading independent schools for girls aged 11-18, with approximately 780 students. It is an extraordinary school, offering a classical yet forward-thinking education, rooted in a love of academic discovery and enriched by a broad co-curricular programme, the kindest wellbeing provision and a strong commitment to partnerships and community services. Aspirations and achievements go well beyond what one would normally expect from a school, making St Paul's a very exciting, lively and stimulating place in which to work in London. Full details of the school are available on our website at spgs.org.

The post

Reporting to the Cleaning Manager, the School Cleaner will be responsible for cleaning specified areas of the school, ensuring that an excellent standard of cleanliness is achieved at all times.

The main responsibilities are:

- To clean areas of the school site in accordance with the school's Cleaning Specification as directed by the Cleaning Manager.
- To carry out specified deep cleaning tasks during the school holiday periods, moving furniture and other items when necessary.
- To operate cleaning equipment and machinery in accordance with appropriate training and instructions.
- To use appropriate cleaning materials as instructed, following COSHH guidance
- To wear/ use appropriate safety equipment (PPE) at all times.
- To collect and remove waste/rubbish from work area, each day, to the collection point (main dustbins) as directed.
- To clean and maintain cleaning equipment in good order, as instructed.
- To immediately report defects and safety hazards to management.
- To observe and comply with the Health and Safety Policy, other legislative requirements and the school's guidelines for cleaning staff.
- To comply with instructions relating to security and confidentiality.
- To attend staff meetings and training courses as and when required.
- To carry out any other reasonable requests from the Cleaning Manager, General Services Manager or other senior person in the school.

Candidate Profile

The ideal candidate will have a genuine interest in and understanding of the need to deliver a high-quality service. Working as a key member of a team in the Cleaning Department of one of the UK's leading girls' independent schools, he/she will be hard working, committed, flexible, conscientious and self-motivated.

Key skills and experience:

- Good spoken and written English
- Good overall level of fitness – physical job with some furniture moving from time to time
- Previous experience preferred but not essential – a positive attitude is!

Terms and Conditions

- Monday to Friday only - occasional overtime available if flexible

Application and interview procedures

Please submit an application via email to Mark Vernon mark.vernon@spgs.org and HR@spgs.org. This should include your up-to-date CV (clearly explaining any employment gaps) and a cover letter outlining how you meet the essential and desirable criteria (no more than 1 page).

Applications should be submitted by midday on the closing date.

The school will shortlist applications as they are received and interviews will be arranged on a rolling basis, so early application is recommended. Candidates who have not heard further from us within two weeks of the closing date should assume that the post has been filled.

Disclosure and Barring Service (DBS) and overseas police checks

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless fewer than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, s/he must report any concerns to our Designated Safeguarding Lead or to the High Mistress.

Closing date: Friday 24 June 2022, noon

Interview date: To be confirmed

Contact details:

Human Resources Department

St Paul's Girls' School

Brook Green

London W6 7BS

Tel: 020 7605 4872

hr@spgs.org