



## **Job Description for a Cleaner (part-time)**

### **The Ladies' College**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 585 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (175 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (410 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

### **Candidate Criteria**

The Ladies College is a well-presented and maintained site which comprises our Senior School, Melrose and Sixth Form buildings.

We are seeking an individual to provide a high standard of cleaning across The Ladies' College's site. The role would suit a candidate with relevant experience who is able to work in an organised and methodical manner, with a willingness to take personal responsibility for the standard of work carried out.

Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment, the Control of Substances Hazardous to Health (COSHH) and the safe use of chemicals is desirable, though appropriate training will be given.

## **Role and Responsibilities**

1. To be responsible for cleaning across the College site, with areas and duties allocated by the Premises Manager and following Health & Safety guidelines and the use of Personal Protective Equipment (PPE) throughout the course of the role.
2. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.
3. To maintain the College's standards of hygiene and safety in respect of all cleaning equipment and cleaning storage areas in your charge.
4. To report cleaning supplies requirements and stock levels to the Premises Manager.
5. To report any hazards, defects and any relevant factors of building, environment or equipment safety that may be detrimental to safe working practices and normal operations, immediately to the Premises Manager.
6. Duties to include the following:
  - Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Dusting and wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
  - Emptying and cleaning bins
  - Cleaning toilets including sanitary fittings and surrounds
  - Mopping and spray cleaning hard floor surfaces
  - Wiping and polishing and straightening furniture
  - Replenishing janitorial supplies in toilets, etc.
  - General cleaning of staff room areas
  - Checking and closing windows, switching off lights after work
  - Disposal of waste
  - Other duties may be allocated from time to time as requested by the Premises Manager.

## **Attributes**

The successful candidate will:

- be expected to take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.

- work as part of the Premises Team to meet standards and objectives in respect of our site

### **Working Environment**

Duties will include working in all types of rooms, including offices, classrooms, staff rooms, halls, corridors, toilets.

During periods outside of term time, routine cleaning will be undertaken throughout the school, in conjunction with any scheduled developmental or maintenance work.

### **Hours**

4 hours per day, Monday – Friday (timing to be agreed), with the possibility of flexibly working these hours during periods outside of term time.

There will be some additional hours required for out of hours' events, to be agreed with the Premises Manager / Bursar throughout the course of the year.

### **Line Management**

Reports to the Premises Manager.

### **Remuneration**

The remuneration for this post will be on the States of Guernsey Public Service Employees' scale A1 – A3; which equates to £9.9279/hour through to a maximum of £10.2718/hour at the time of writing. The level of remuneration will be commensurate with experience.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

### **Other benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

### **Living and working in Guernsey**

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

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### Equal Opportunities

*The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.*

### Safeguarding

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.*

*As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.*

### Data Protection

*This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.*