



Cleaner Job description

Main purpose

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Key responsibilities

Clean an area of the school. The duties include:

1. Emptying and washing out dustbins and waste containers
2. Dusting
3. Polishing or wiping available surfaces (tables, desks, shelves, work surfaces etc)
4. Moving furniture so that the floors can be cleaned
5. Vacuuming floors and material furniture
6. Sweeping, scrubbing, buffing, polishing or mopping floors as appropriate
7. Removing chewing gum and graffiti
8. Wiping or washing walls, lockers, window ledges, skirting boards, radiators and pipework and furniture etc, as required.
9. Straightening the furniture, closing windows, watering plants and leaving the rooms looking tidy.
10. Cleaning showers, sinks and washbasins and the surrounding areas.
11. Cleaning toilets and urinals. Wash both sides of the toilet seats. Disinfect urinals.
12. Replenish soap, hand towels and toilet rolls as required.
13. Removing swarf from the machines in metal workrooms.
14. Keeping the cleaners cupboards tidy. Looking after the equipment and reporting any faults to the caretaking staff.
15. Operate/ use domestic and industrial cleaning equipment and materials, following appropriate training.
16. Store allocated equipment and materials safely and securely.
17. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.

Individuals in this role may also undertake some or all of the following:

1. Undertake specialised cleaning programmes during school closures or other designated periods.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

About our School

Townsend is a relatively small and very friendly school with a great atmosphere, circa 800 on roll, including a Sixth Form. Townsend is rated Good by Ofsted (January 2024) in all areas and outstanding in our SIAMS inspection report.

Townsend Church of England School is situated on a large, green site between St Albans and Harpenden, and welcomes applicants from families of all faiths and of no faith. Children who attend Townsend live in St Albans and Harpenden, as well as other towns in Hertfordshire and Bedfordshire, including Welwyn Garden City, Hemel Hempstead and Luton.

Townsend believes that educating the whole child is key to a successful education. The Bible-based vision of Love Your Neighbour underpins all we do. Students are taught to respect and care for themselves and each other, and Townsend's supportive environment encourages them to make the most out of their journey through secondary school.

Although this is a Church School you do not have to adhere to the Christian faith to work here, but you must be in sympathy with our work and be able to support the aspects that give us our distinctive character as a Church of England School.

Our Headteacher, Mr Anthony Flack is excited by the opportunity to make Townsend, 'The first choice secondary school for all'.

Friendly and welcoming, Townsend impresses with its calm learning environment and caring staff. Our new School Prospectus is linked here: <https://townsendschoolprospectus.co.uk/>

We reserve the right to move to shortlisting and interviews when we have viable applications.

If you would like additional information or to discuss this vacancy - please email the school (recruitment@townsend.herts.sch.uk) for the attention of Mr Flack (Headteacher), or Mrs Llewellyn (Senior Deputy Headteacher), and we can either email a reply or telephone you if you leave a contact number.

To apply for this vacancy, please send a cover letter and an application form to Mr Flack, Headteacher, Townsend CofE School, High Oaks, St Albans, Hertfordshire, AL3 6DR or email to recruitment@townsend.herts.sch.uk

Townsend CofE School is committed to the safeguarding of all students and all staff appointed are subject to the usual teaching vetting and compliance checks that include DBS checks, two satisfactory references, confirmation of identity, qualifications, and barred list checks.

Following the shortlisting stage, and before making a final decision, the School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in Keeping Children Safe in Education.

Job Types: Part-time, Permanent

Pay: £11.60 per hour

Expected hours: 10 per week

Schedule: Monday to Friday

Benefits:

- Canteen
- Company pension
- Free parking
- On-site parking
- Sick pay
- Transport links