



HEATHFIELD KNOLL SCHOOL

ENRICH. CHALLENGE. PREPARE.

POSITION: Cleaner

HOURS: 15-20 hours per week, term time only (additional hours during school holidays)

Email: info@hkschool.org.uk

Post: Heathfield Knoll School, Wolverley Road, Kidderminster, Worcestershire, DY10 3QE.

Phone: 01562 850204

Heathfield Knoll School reserve the right to short-list and subsequently appoint ahead of the published deadlines.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description is current at the date shown, but in addition to the duties outlined, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete their particular duties.

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THE SCHOOL

Nestled within the Wolverley countryside, Heathfield Knoll School enjoys an enviable reputation as the leading school in the Wyre Forest and the wider region.

Heathfield Knoll is a merged school comprising Heathfield School and The Knoll School. We are proud of our heritage and of our offer to the local and wider community. Heathfield School celebrated its 400th anniversary in 2020. Whilst much has changed since William Sebright founded the school in 1620, our core values of nurture, relationships and care centred on a personalised approach to education remain.

Children join Heathfield Knoll Nursery at three months, moving on to Preschool at three years. The main school welcomes children at any age from five to 18 years.

The school is centred around a large country house in beautiful surroundings which includes extensive playing fields, woodland and grassland (a total of over 30 acres). Heathfield Knoll's generous grounds are frequently used to support a creative curriculum, including outdoor learning. Heathfield Knoll aims to provide a traditional, well-structured education in small, nurturing teaching groups. This means that children's needs are catered for and they thrive in a well-ordered atmosphere of mutual respect. Heathfield Knoll is concerned with more than just academic achievements; we encourage children to approach adulthood as confident, articulate and courteous individuals.

Our mission is to **enrich** our pupils through a broad and inclusive education, in a nurturing and supportive environment where wellbeing is paramount.

We **challenge** our pupils to find their own pathway by encouraging curiosity, critical thinking and inquisitive minds.

We **prepare** pupils for their future by encouraging resilient learners, leaders and compassionate global citizens.

JOB DESCRIPTION

POSITIONS: Cleaner

RESPONSIBLE TO: Caretaker

WORK PATTERN: 15-20 hours per week, term time only (additional hours during school holidays)

Job purpose

The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout 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 or in their absence, the Office Manager, cleaning staff will clean other areas as required.

The Headmaster will delegate the monitoring of the cleaning to the Operations Manager and it is their responsibility to ensure that high standards of cleanliness are reached and maintained. From time to time the Headmaster, Deputy Headmaster, Office Manager will also carry out spot checks on any aspect of cleanliness they feel are appropriate.

Main responsibilities

1. Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

JOB DESCRIPTION

2. Classrooms/ Group Rooms / Music Room/ Staff Room/ Offices/ Meeting Rooms and Library Areas:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop classrooms
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones

3. Corridors:

- Hard flooring – dust control sweep or vacuum, damp mop
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Polish brass door handles (weekly)
- Doors – remove marks from glass, doors and walls

4. Stairs

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

5. Medical Room:

- clean and disinfect sinks inside and outside with appropriate cleaner
- wipe and disinfect work all surfaces, kitchen units and tiles
- polish mirrors
- wipe windowsill
- clean lavatory basin with appropriate cleaner provided
- clean and mop floor
- clean telephones