APPOINTMENT OF CLEANER

Part-Time | Permanent



TROUTHE AND HONOUR · FREEDOM AND CURTEISYE ·

ST GEORGE'S EDINBURGH

St George's School, Garscube Terrace, Edinburgh, EH12 6BG
HR Department Tel: 0131 311 8059 Email: office@stge.org.uk

MESSAGE FROM THE HEAD
MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming community at St George's, in the beautiful city of Edinburgh. I have the privilege of leading a dedicated and friendly team of staff who together make this a happy, inspiring place for our confident and kind girls to grow up and learn.

We work within a beautiful parkland campus that lifts the spirits every day, and the school is always buzzing with activity. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision still sit at its heart today.

Our community is one where every individual is valued and a range of perspectives is welcomed, and every member of staff — in every role — plays a part in making the school what it is. If this sounds like the kind of place you'd like to work, please do apply; I hope to meet you soon.

Yours faithfully,

Mrs Carol Chandler-Thompson

Head



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About St George's

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh, educating around 600 pupils aged 3 to 18 (boys are welcome in the nursery and up to P3). We've been dedicated to girls' education since 1888, and we remain a warm, close-knit and diverse community where every individual is valued and welcomed.

The school sits on a spacious parkland campus in the leafy, residential Murrayfield area, with lawned grounds, green playing fields and a mix of historic and modern buildings — including dedicated arts buildings, libraries, sports facilities and an on-site boarding house. There are excellent transport links across the city, and school buses run on a number of routes.

Above all, St George's is a friendly place to work. Staff enjoy a mutually supportive and welcoming atmosphere, and we want every member of the team to feel they belong and are part of the wider school community.



VACANCY DESCRIPTION
CLEANER

Key responsibilities

- To follow cleaning instructions given by Line Manager.
- To follow all training programmes as instructed.
- To be responsible for maintaining high standards of cleaning in allocated areas of responsibility at all times.
- To work safely, reading all information regarding chemicals and to ask for guidance when unsure.
- To ensure cleaners' cupboards are kept tidy, and all cleaning equipment and materials are put away safely before leaving area of work.
- To ensure that any faults (i.e. power sockets/lighting) or potential hazards are reported in the correct way.
- To ensure uniform and security passes are worn at all times whilst on duty.
- To ensure uniform is kept clean and maintain high standards of personal hygiene.
- To request and sign out keys, if required, ensuring they are returned safely at the end of each shift.
- To report anyone or anything suspicious on school premises.
- To attend Facilities staff meetings as required.

Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the post holder.
- The post holder should inform their line manager if unable to attend work due to illness (which must be done on first day of illness and preferably before the start of the working shift) or wishes to request permission to leave the workplace for any reason during normal working hours.



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Benefits package

- Pension contribution (Employer contribution 7%)
- Staff lunches
- Reduced school fees and wraparound care at St George's School
- Employee Assistance Programme
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc

Hours of Work

20 hours per week (Monday to Friday).
Exact times to be confirmed in discussion with successful candidate.
Term Time Only.

Salary Details

£10,692.75 per annum.
Salary is pro-rata (to reflect part-time hours and term time only working) of the full-time equivalent which is £25,837.50 per annum.

