

HATHEROP CASTLE

THE ADVENTURE OF CHILDHOOD



School Cleaner

Candidate Pack



A happy and high-achieving day and boarding prep school in the heart of the glorious Cotswolds

Hatherop Castle, Hatherop, Cirencester, Gloucestershire GL7 3NB

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Hatherop Castle Limited Registered in England number 8876703

INTRODUCTION

The opportunity has arisen for a cleaner to join this highly regarded co-ed day and boarding prep school, located in the heart of the Cotswolds. The school is enjoying a period of significant investment and development since joining the Wishford Schools group in 2014. The successful applicant would join a very friendly site team.

THE SCHOOL

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 24 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children are prepared for entry to a wide range of selective independent secondary schools including Marlborough, Abingdon, Cheltenham College, Dean Close, King's Gloucester and Malvern St James, as well as Gloucestershire's highly sought-after grammar schools. The school has a 100% track record of achieving school of first choice and great care and consideration is given to ensure each child enters the senior school best suited to their needs.

Children at Hatherop Castle benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

Since joining the Wishford Schools group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the common parts of the school, as well as upgraded IT facilities and investment in staff. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. The school has recently secured control of a large walled garden which is to be developed to provide additional play space for the Nursery and Pre-Prep, for horticultural use and sports facilities. The coming years will see significant further investment and the successful candidate will play an important role in setting and delivering this vision.

Last full inspected by ISI in March 2016, the school was found to be 'Excellent' in all categories, and the recent compliance inspection in March 2019 found them fully compliant in all areas of the school.

For more information on Hatherop Castle School, please visit: www.hatheropcastle.co.uk.



THE OPPORTUNITY

Hatherop Castle School is seeking to appoint a school cleaner for the main school building. The primary focus will be to work very closely with the small and enthusiastic site team, focussing on cleaning and ensuring that the school is a clean, homely and comfortable space for the teaching and other school activities. Working as part of the team, the successful applicant may be asked to support other members of the site team in cleaning other areas on occasion within their contracted hours.

Making a positive impression is vital to the school, and the cleaner will play a key role in that, allowing the full potential of the school to be realised.

The ideal candidate will be available to start as soon as possible after 2nd September, and applicants for both full or part-time will be considered.

Salary

Competitive, with the exact rate dependent upon experience and agreed hours.

Key Responsibilities

- Cleaning of all areas as required to a high standard.
- To work with regard to Health & Safety at all times.
- To carry out any other reasonable duties within the overall function of the job.

Job specification

Floors - Vacuum carpets · Spot clean carpets · Deep clean carpets · Mop/sweep floors · Spot clean floors · Damp mop/wash floors · Spray maintain floors · Scrub floors.

General Surfaces - Dust furniture, fittings, pipe work and ledges · Remove cobwebs · Damp wipe tables and work surfaces · Wash/scrub tables and work surfaces · Polish wood furniture · Sanitise telephones · Clean chairs · Wash/scrub chairs · Clean sinks · Spot clean general surfaces · Spot clean walls · Wash walls (up to agreed specification height) · Clean light fittings (up to agreed specification height) · Clean blinds (up to agreed specification height).

Hygiene Surfaces - Wash windows/internal glasswork (up to agreed specification height) · Spot clean windows/internal glasswork · Clean toilets/sanitary ware · Clean showers · Clean wash basins · Scrub/descale wash basins · Clean and polish mirrors · Empty internal litter/rubbish bins.

Other responsibilities

- Report any maintenance issues.
- To be aware of fire evacuation procedures.
- To be aware of the first aid representative and location of first aid boxes.
- To attend meetings and training courses as required.
- To report all accidents and incidents to the Business and/or Site Manager and complete necessary documentation if required.
- To wear suitable provided clothing/uniform and correct PPE as necessary.

Performance Reviews

Performance Review meetings will take place annually in September.

Holidays

Subject to sharing responsibilities with other school cleaners, the post could either be:

- Term-time only (plus 10 days spread throughout the year to clean after the boarders depart/prepare for their arrival), giving the successful applicant a very generous holiday entitlement; or
- 52-week contract, which will include 20 days holiday, giving the successful applicant a higher salary.

Option for subsidised accommodation

There may be the opportunity for the selected candidate to receive subsidised (off-site) accommodation.

Vetting requirement

The post holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Staff Behaviour 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 in the school s/he must report any concerns to the Headmaster.

An enhanced DBS disclosure and references will be required for this post

Applications

Completed application forms are to be emailed to simon.bristow@hatheropcastle.co.uk by **26th August 2019**.

NO CV'S - APPLICATIONS WILL ONLY BE ACCEPTED ON THE SCHOOL'S APPLICATION FORM.

Person Specification

Qualifications and Experience	<ul style="list-style-type: none">• Basic level of education, pleasant and courteous manner.• Experience preferred but not essential.
Knowledge	<ul style="list-style-type: none">• Understanding of safe working practices and basic Health & Safety legislation.• Sound understanding of safeguarding children.
Skills	<ul style="list-style-type: none">• Good interpersonal and communication skills with the ability to relate to children and adults.• Professional manner and approach.• Ability to work as part of a small team and on own initiative.• Ability to prioritise workload and meet deadlines whilst maintaining a high standard of work.
Personal Qualities	<ul style="list-style-type: none">• Good level of physical fitness, including the ability to lift and carry equipment from place to place.• Responsible and reliable.• Flexible and dedicated with a polite attitude.• Willingness to undertake training.