



Wychwood School

JOB DESCRIPTION

Cleaner

Nature of the post: The cleaner is responsible for maintaining the school as an attractive, clean and professional environment.

Working hours:

7.00 am – 11.00 am Monday to Friday inclusive.

Holidays:

Holidays may be taken during the school let by arrangement with the housekeeper and bursar. The school needs to be covered during the let so prior planning is essential. It may be necessary to work on bank holidays if the school is in session. This will be paid at the normal rate. If a bank holiday is a working day for the school, then a day may be taken in lieu by arrangement with the other domestic staff so that the school continues to run effectively. Occasional weekend working will be required by arrangement with the housekeeper and the bursar. Occasional overtime will be required for which time off in lieu or extra pay will be given.

Working Year:

The working year begins on September 1st and the number of days worked will vary a little from year to year. Cleaners are expected to work every week day during term time as well as approximately 5 days of deep cleaning before the start of each term and one day of clearing up after the end of half term. Clear up day may be a Saturday, which will be paid at the normal rate. Occasional weekend work will be required before or after school functions. This is paid at the normal rate. The cleaner is required to work for three weeks of the summer let which is paid over and above the annual salary at the normal rate.

Rates of Pay:

This post is paid at minimum wage. There is a pay review implemented each September. The school offers meals during the school term when on duty.

Supervision:

The housekeeper supervises all work and reports to the bursar and the head.

Sick Pay:

Employees are entitled to Statutory Sick Pay if the qualifying requirements are met. After one year employees are entitled to up to 3 days paid sick leave a year.

Pension

All support staff are automatically enrolled in The People's Pension scheme, details of which can be obtained from the bursar. Employees will be sent details by The People's Pension advising them of their options and details of the process are also available from the bursar.

Probation:

There is a probationary period of three months during which the school reserves the right to require the cleaner to leave without giving a reason.

Notice:

Four weeks' notice must be given by either side except in cases of gross misconduct. The school reserves the right to pay wages in lieu of notice.

Responsibilities:

Cleaners are assigned specific areas of the school for normal day to day duties but are expected to clean other areas when covering for absent colleagues. The housekeeper assigns areas to be cleaned. Cleaning can involve work above the head, polishing, window cleaning, carpet cleaning, wet cleaning and dry cleaning. The school will supply the equipment and materials required.

Please see the staff handbook for further information.

Responsible to: the housekeeper, the bursar and the head

Works closely with: the other cleaners, the catering department.

Context

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for girls in the centre of North Oxford. Girls take GCSE, IGSCE, AS and A2 Levels, and the EPQ qualifications.

The role requires communication, interpersonal and organisational skills, flexibility, attention to detail, good time management, and a co-operative and supportive attitude to colleagues.

Person Specification:

The Wychwood School cleaner will

- be honest and reliable;
- be able to work under pressure;
- be loyal to the school and its ethos.

Personal Qualities required:

The Wychwood School cleaner will be expected to

- be a good team player;
- have a good work ethic;
- be respectful of and to acknowledge the Christian ethos and heritage of the school;
- be committed to the ethos of the school;
- be committed to upholding all Health and Safety regulations in force.

Skills and attributes:

The Wychwood School cleaner should

- be rigorous and professional in their approach;
- abide by the Wychwood staff code of conduct which may be revised from time to time;
- be able to relate to colleagues;
- be able to manage time well especially for whole-school and public events;
- be prepared to take advice and to try out new things, and also be able to question;

Professional Responsibilities:

- To observe all Health and Safety requirements in order to maintain a safe environment;
- To take responsibility for noting any defects or damage and communicating these to the housekeeper and bursary.
- To take responsibility for maintaining the school as a clean, hygienic, attractive and professional environment.

It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care. Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). At Wychwood we are aware that pupils may suffer physical, sexual, domestic, emotional or other forms of abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which are available to see on request. The school follows the DfE statutory guidance given in the latest version of Keeping Children Safe in Education.