



ABINGDON



JOB PACK CLEANERS

Monday to Friday
5.30am - 9.00am or 5.00pm - 8.30pm
(17.5 hrs per week, term time plus)

***Early applications are encouraged
and will be reviewed on receipt.***

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE
01235 521563 www.abingdon.org.uk



ABINGDON

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in working for the Abingdon School Foundation. I am very pleased that you are considering joining us. As a member of the support staff you would play a very important role in supporting the school's work. Everyone who works within the Abingdon Foundation is an important and valued part of our community and our staff have access to a wide range of benefits including refreshments, health and wellbeing support, training, life assurance and pensions.



Please take some time to look at our website, www.abingdon.org.uk, as this will tell you a lot about us and give you an idea of what it is like to work here.

The Abingdon Foundation is a community of some 1300 students across the two schools. Boarding houses are full with around 140 boarders and the sixth form has around 350 pupils. We employ some 400 teachers and support staff across the Foundation. A Board of Governors oversees the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful sites. The facilities are excellent with recent significant developments including a new Sixth Form Centre, library and Art department which followed the opening of a new Science Centre. In summer 2023 we are also looking forward to moving into new and refurbished boarding facilities as well as a flexible and beautiful new dining pavilion - please see this [video](#) for more information.

You will understand that the safety of our pupils is very important, as is the safety of all adults and young people in our community who work here or who use our facilities. This means it is very important to us that we carry out certain checks on all those who will be working with us, even if they are not directly working with or teaching children and young people. These checks are set out at the end of this pack.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high quality staff to join us. I hope that you might see yourself joining our happy and purposeful community.

Justin Hodges
Director of Finance & Operations

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

www.abingdon.org.uk



HOUSEKEEPING STAFF BENEFITS

Lunch and Refreshments

Free refreshments are available for Housekeeping staff during their breaks and, when the dining hall is open and operating, lunches are available free of charge for staff who are working in school at lunchtime.

Parking and Cycling

Free parking and bike storage for staff is available on site on a first come first served basis.

Pension

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates are 3% employee and 6% employer. As well as the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can join voluntarily for which the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

Death in Service

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70. This scheme is managed by Legal & General and, in the event of death, a benefit of three times annual salary will be paid.

Health and Wellbeing Support

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool and access to the School Counsellors.

Training and Development

Staff have access to a wide range of internal and online training courses and development, including a range of health and safety courses.

Sports Centre Membership

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Staff are entitled to a discounted membership that allows them to attend exercise classes free of charge

Super Camps Holiday Courses

Currently staff are entitled to a 25% discount on school holiday courses for children with Super Camps. Childcare vouchers can be used as payment. Further information is available from their website <https://www.supercamps.co.uk/>.

Foundation Grant

Qualifying permanent employees are eligible for a discount on tuition fees for their own children attending Abingdon School or Abingdon Prep in accordance with the School's "Foundation Grants Policy". Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements. Please request a copy of the policy if interested.



ABINGDON

JOB DESCRIPTION CLEANER

Location: Abingdon School
Department: Housekeeping
Reports to: Deputy Cleaning Supervisor and Head of Housekeeping

THE ROLE

The job holder's overall objective is to clean designated areas of the School to the required standard.

THE DEPARTMENT

The Housekeeping Department is responsible for maintaining a high standard of cleanliness across all Abingdon Foundation sites.

DUTIES & RESPONSIBILITIES

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to -

- To clean a range of school areas as stipulated within a timescale and to the required standard. Areas include:
 - Pupil bedrooms
 - Common rooms
 - Bathrooms, showers and toilets
 - Kitchens and pantries
 - Communal areas and public spaces
 - Staircases
 - Teaching and study areas
 - Off-site school property
 - Sports Centre
- To carry out cleaning duties:
 - On a variety of surfaces
 - In a variety of buildings and at different floor levels
 - Floors, worktops, shelves and on top of furniture
 - Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters
 - Using a range of non-hazardous cleaning products in accordance with instructions and training
- To use specialist cleaning equipment such as steamers, carpet cleaners, scrubber dryers and rotary machines in accordance with instructions and after completing additional training.
- To carry out deep cleaning of allocated areas as required, for example: at the end of term before term starts and after building works or maintenance tasks.

- To ensure that stocks of cleaning products are maintained.
- To strip and make beds.
- To empty bins and carry bin bags to designated collection points.
- To comply with statutory requirements and school policies by:
 - Carrying out duties in accordance with training and instruction received
 - Using the appropriate colour coded mops, buckets and cloths as instructed during training
 - Using only cleaning products and equipment supplied by the School
 - To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work
- To report all maintenance requirements appropriately.
- To report possible pupil welfare issues to the Deputy Cleaning Supervisor or Head of Housekeeping.
- To attend and take part in all in-house training and staff meetings.
- To be willing to work in all areas of the school to cover for other staff on holiday or sick leave.
- To undertake any other reasonable duties or provide any other reasonable service as requested.

In addition to the above, all staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation:

- To cooperate on all matters related to health and safety including the investigation of any incident.
- To use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. To ensure that any equipment fault or damage is reported immediately to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- To report any health and safety concerns to the line manager as soon as practicable.
- To report any accidents and injuries at work however minor.
- To be familiar with the fire safety instructions displayed on notice boards and near fire exits in the workplace.
- To read and confirm understanding of the Foundation's Health and Safety Policy.

It is likely that job duties and specific areas will be allocated on a rotation basis so that staff are familiar and competent in all aspects of the role. It is anticipated that changes to duties or areas of responsibility will not be changed more frequently than once per term. Any change of area or duties will be notified to the job holder and will be within the general scope or responsibilities of this role.

TRAINING REQUIREMENTS

The following mandatory training will be provided free of charge:

- | | |
|--|---------------------------------------|
| ● COSHH Training | ● Lone Working |
| ● Cyber Security Training | ● Manual Handling |
| ● Equality, Diversity & Inclusion | ● Personal Protective Equipment (PPE) |
| ● Fire Awareness | ● Prevent Training |
| ● Health & Safety Induction | ● Safeguarding Training (Triennial) |
| ● Legionella Awareness and
Basic Principles of Legionella Control | ● Spill Kit (Bodily Fluids) |

PERSON SPECIFICATION

Essential

- Able to communicate clearly, understand and follow instructions
- Punctual and reliable with a flexible approach
- Ability to manage time effectively, prioritise work and complete tasks to a high standard
- Ability to work with minimum supervision
- The ability to work independently as well as working effectively as a member of a team
- Values and respects the different experiences, ideas and backgrounds others can bring to work and teams
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Desirable

- Experience of undertaking general cleaning duties

The job holder's physical capability to undertake the necessary duties of the role is of particular importance. The role may require lifting, manual handling, carrying, operating machinery, working at heights and use of stairs. If the job holder has a physical or mental condition which makes their role more difficult or they are not able to carry out one or more tasks required, the School will consider any reasonable adjustments.

HOURS OF WORK & SALARY

The Full Time Equivalent (FTE) cleaning salary for a member of support staff who works 40 hours per week all year round will be **£25,158 per annum (£12.06 per hour)** from 1 September 2023.

The following part time cleaning shifts are available:

Term Time Plus:

Monday to Friday 05.30 - 09.00 or 17.00 – 20.30 (17.5 hours per week) = 0.3692 FTE
£25,158 x 0.3692 FTE = **£9,288 per annum** (effective from 1 September 2023)

Term Time Plus Cleaners are required to work a total of 38.4 weeks per year. This is based on the 34 weeks of Abingdon School published term dates (including all Inset days) which are set out [here](#) plus an additional 4.4 weeks (22 days) to be worked during school holidays according to the School's own Cleaning Calendar. Applicants should be aware that some of these additional cleaning days may fall during maintained school holiday periods (please contact the Head of Housekeeping for more details, see below). Postholders will also receive statutory paid holiday.

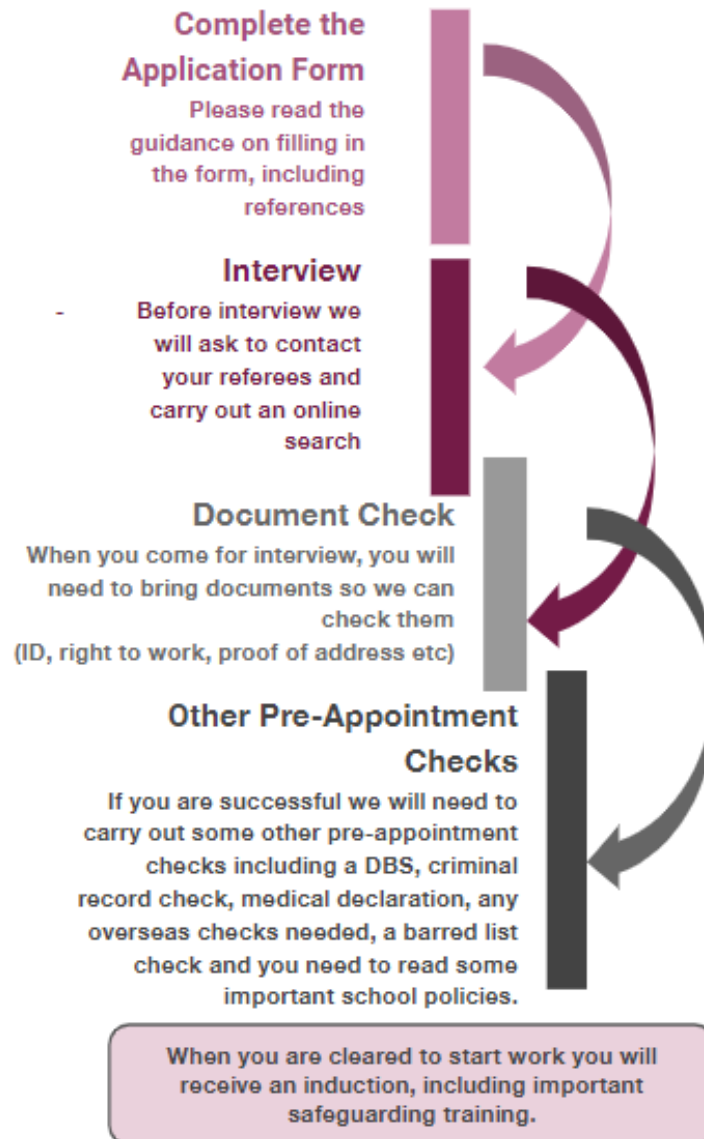
NOTE

For an informal discussion regarding these roles please contact the Head of Housekeeping, Caroline Pimm via email caroline.pimm@abingdon.org.uk or telephone 07795 661503.

HOW TO APPLY

If you have any queries at all about the recruitment process please contact the Foundation's HR Department via email on recruitment@abingdon.org.uk or 01235 849136 and we will be happy to assist.

To apply for this job you first need to complete a standard **application form**. Please register on our recruitment portal via the following link: [Recruitment Portal](#) and complete the application process.



How to Fill in the Application Form

- Please read all the information provided before completing your application.
- There may be parts of the application form which are not as relevant to you or for which you feel you do not have much information to add (for example, education or employment history). Just ensure that you put in as much information as possible and that there are not any gaps where it is unclear where or if you were working. If there are times when you were not working, for example because you were looking after your children or job seeking, please just put dates and a description of what you were doing.
- You do not need to send us anything else such as CVs, testimonials, cover letters.
- You must ensure you have provided two suitable references (see further guidance below).

FURTHER INFORMATION

Guidance on References

On the application form, you will need to provide us with the details of **two people** who can provide you with a reference as follows:

- **If you are or have previously been employed within a school, then one reference must be from the Head Teacher of your current school, or the last school at which you worked.**
- **One of the references must be from your current or most recent employer.**
- If your current or most recent employment does or did not involve working with children, then the second referee should be the employer with whom you most recently worked with children.
- They cannot be a relative or know you just as a friend.
- Both references cannot be from people within the same organisation.
- If you are a school leaver and haven't previously been employed, you can give a school, college or university tutor as a reference.
- If you do not have two suitable employer references, one of the references can be from someone who knows you in a personal capacity, such as a Leader from a community organisation, charity, club, society, parents' association, faith group or other group you are involved with.
- They should be from people who know you well (e.g. have known you for at least 6 months).

References will be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless you have told us otherwise.

In line with new guidance, we will also carry out an online search for all candidates before interview. The purpose of this is to comply with the KCSIE 2022 recommendation that Schools review information to assist with any decision on the candidate's suitability to work with children and young people. Abingdon Foundation is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.

The Interview and Document Check

Interviews will be carried out in person and will explore your suitability to work with children. We will also explore your application form and any gaps in employment, as well as any relevant incidents or issues involving candidates that arise from references or are publicly available online (including information publicly available from social media accounts) and were identified during an online search.

If you are invited for interview your visit will also involve a brief meeting with our Human Resources Department. We will ask you to bring some documents in order to undertake a number of checks we are required to carry out, including: an identity check, address check and a check of your right to work in the UK. A full list of all the identity documents we need to see will be sent to you before your interview. Additional checks or documents may be needed if you have lived overseas or if you have changed your name.

Everyone working within the Abingdon Foundation is required by the Department for Education (DfE) to undertake a criminal records check at an enhanced level through the Disclosure and Barring Service (DBS). This means that we also need to see certain original identity documents to be able to carry out this check. We will tell you what documents you need to bring for this.

If you are unsuccessful or decide not to take up a job offer, any photocopies of documents we have taken will be destroyed.

Conditional Offer of Appointment

Any job offer will be conditional upon successful completion of **all required pre-appointment checks** including a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS) and a check against the Barred List. You will be provided with more information on this at and after interview.

Warning

Candidates should be aware that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Statement on Safeguarding and the Welfare of Pupils

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2022](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

It is the School's Safeguarding Policy that all staff attend face to face safeguarding training both when they start work and then at three yearly intervals. This is in line with the guidance we have received from the Oxfordshire Safeguarding Children's Board (OSCB) and from the School's Regulator (ISI). The aim is to make sure everyone knows how to keep pupils and children safe and what to do if they have any concerns. All new members of staff, are also provided with key policy documents and are required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals afterwards.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.