



KENT COLLEGE
CANTERBURY

Early Morning Cleaner



APPOINTMENT DETAILS

Job Title:	Early Morning Cleaner
Reporting to:	Cleaning Supervisor / Head of Domestic Services
Employment Status:	Part Time / Permanent
Job Location:	Kent College Canterbury
Start Date:	As soon as possible

If a pool of suitable candidates becomes available before the closing date Kent College reserves the right to interview and appoint without further notice

THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior School with c200 pupils in total. The school enjoys a high reputation for academic standards and many other activities including Sport, Music, Drama and Art. Academic provision includes A level as well as the IB Diploma for Sixth Form and GCSE, IGCSE and pre IB for Key Stage 4. Results place Kent College among the best UK Schools.

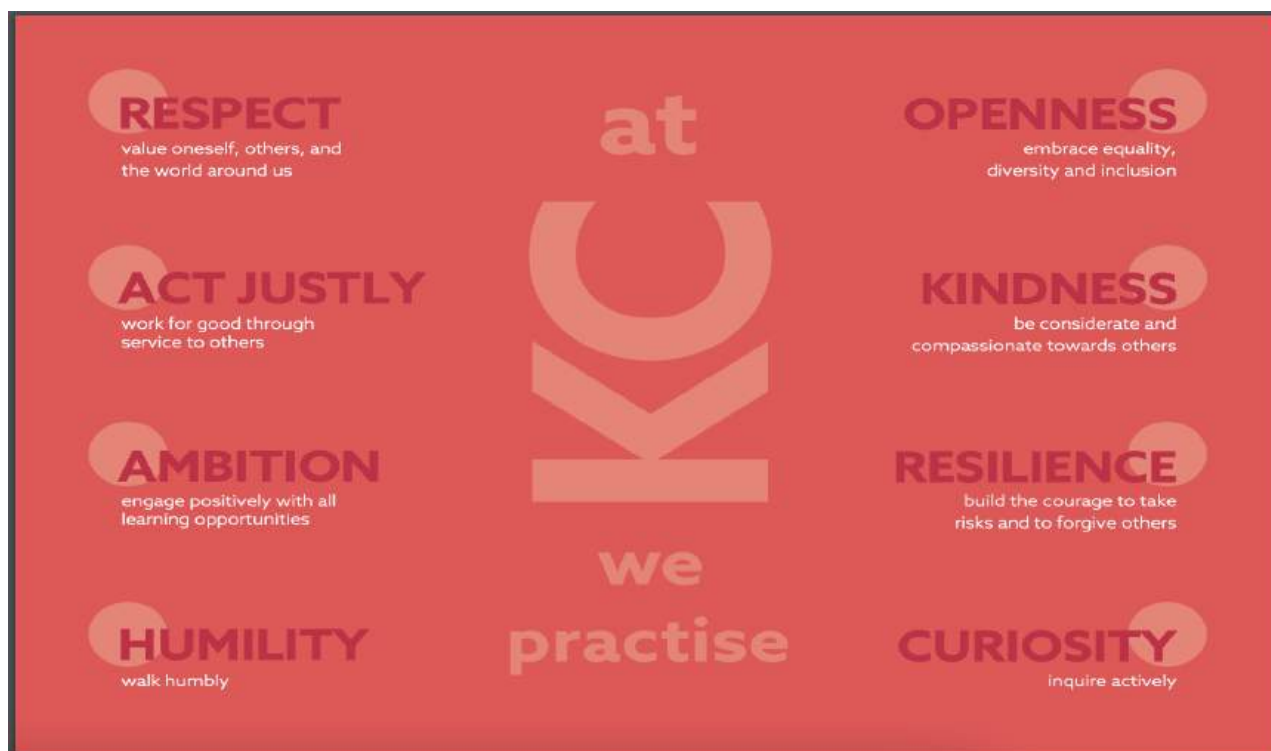
Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent School Inspectorate in October 2022 and was found to be excellent and compliant in all aspects.

In August 2016 Kent College opened a 3-18 school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students.

Summer 2019 brought the opening of a state-of-the-art 600 seater auditorium, The Great Hall. The hall is used by the whole school for worship and as a versatile and practical space for the college's highly regarded drama and music departments as well as for being available for use by the local community.

Kent College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

OUR SCHOOL VALUES



THE ROLE

We are looking for an Early Morning Cleaner to join the Domestic Services team at Kent College to ensure the delivery of a high standard cleaning service to the School.

They will assist the Cleaning Supervisor and the Head of Domestic Services as and when required, and will be open to cover shifts or staff shortages across the School as and when required.

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses.

The Early Morning Cleaner will:

- To maintain high standards of cleanliness throughout the school on a daily basis by cleaning to the frequency and standard set out.
- To ensure the cleanliness and tidiness of the areas allocated and where classrooms are allocated, ensuring their readiness for teaching.
- To ensure that equipment is cleaned at the end of each shift and that all cleaning storerooms are maintained in a tidy, safe and hygienic condition.
- To ensure that C.O.S.H.H regulations relating to any cleaning product are adhered to.

- To be aware of responsibilities under the Health and Safety at Work.
- To adhere to all relevant regulations i.e. Fire Precautions, Manual Handling, C.O.S.H.H.. etc
- To attend all mandatory and relevant training as required by the Head of Domestic Services.
- To report all defects to the Cleaning Supervisor or Head of Domestic Services.
- To maintain a professional and respectful relationship with staff within your area of responsibility.
- To undertake deep cleaning during holiday periods.
- To be aware of Safeguarding processes.
- To carry out any other tasks that may be reasonably assigned to you.

SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertaking relevant training to ensure they remain up to date with Safeguarding policies and best practice.

This role is a business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

PERSON SPECIFICATION

Experience:

- Being aware of and understanding Child protection procedures, First Aid, Safe working practices, Health and Safety, COSHH and any other legislative requirements
- Basic knowledge of computer skills
- Being able to drive is essential due to travel required between Senior School and Junior School sites.

Personal Attributes:

- Excellent communication and interpersonal skills and well presented at all times
- Strong organisational skills and able to work well and keep calm under pressure
- The ability to work well in a team and independently
- The ability to use own initiative and make decisions effectively
- Flexibility and willingness to accept additional responsibilities
- Well-presented and professional
- A good working knowledge of the English language.

THE PACKAGE

Hours: 15 hrs per week, 5:00am to 8:00am, full year

Salary: £9,360 per annum (£24,960 FTE)

Pension: Contributory Pension Scheme TPT (DC)*

Benefits:

- Generous training and mentoring package
- Benenden health care
- Free lunch in term-time*
- Tuition fee remission*
- Free car parking

**Conditions apply*

