

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



Boarding House Cleaner x2  
Part-time – all year round





### The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

### The Role

This position covers a wide range of duties and skills, some of which are listed below. The applicant should be able to work unsupervised and plan work in terms of time and materials, in order to maximise efficiency. The cleaner should ensure that good Health & Safety practices are followed at all times and should be discreet, with initiative and able to get on well with the other members of staff. The role reports into the Boarding House Matron.

### Responsibilities

Specific responsibilities will vary for each boarding house, but the following is a list of the core responsibilities:

- General cleaning duties to include dusting, sweeping, hoovering, mopping and polishing.
- Replenishing soap and towel dispensers when required.
- To clean and tidy their designated area to a high standard, observing good practice and maintaining high hygiene standards.

- To report any illness or skin problems to the Matron promptly.
- Check and clean off any fingerprints on glass panels of doors.
- Ensure marble work tops in WCs are free from water and lime scale marks, check and replenish supplies and clean around all surface areas.
- To follow Health & Safety procedures and safe working practices, appropriate to the task in hand.
- To report damage or breakages to the Matron promptly.
- To maintain a professional relationship with pupils at all times, observing good practice under the school's Child Protection Policy.
- To cover for colleagues who may be absent.
- To be aware of the school's policies relating to Boarding Houses.
- Preparing and maintaining the house over letting periods.
- To carry out any other reasonable task as directed by the Matron and house management.

### Key Attributes

The Cleaner should possess the following qualities:

- Be reliable and punctual
- Have previous cleaning experience
- Be able to work unsupervised
- Have good communication skills
- Be flexible, adaptable and thorough



### Hours of Work & Salary

This role is a part time role working Monday–Friday mornings, working either 3 hours or 5 hours per day, all year round. Plus Saturdays on a rota basis. The salary will be up to £9.40 per hour.

### Benefits

There are a range of benefits that will be offered to the successful candidate including free parking, pension, 28 days paid holiday inclusive of bank holidays and use of the facilities.

### Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference.

### Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

### Application

If you wish to be considered for this role, please complete the on-line application form. The form must be completed in full and submitted electronically. CVs should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Please contact the HR Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.

### Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations, responsibilities and duties.