



Duke of Kent School Application Pack

Morning School Cleaner (Part-time)

Term Time (34 weeks per year)

Monday to Friday, 8.00am start with exact hours to be mutually agreed
(preferably 3-6 hours daily)



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Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.



I. **Advertisement: Morning School Cleaner**

Duke of Kent School is a co-educational day school with 320 pupils from Nursery to Year 11. The School is organised into three sections: Pre-Prep (Nursery to Year 2); Prep (Year 3 to Year 6) and Senior (Year 7 to Year 11).

We seek to appoint a School Cleaner to join our dynamic School on a part-time, permanent basis, from 1st October 2024. This role is Monday-Friday starting at 8am to 1pm, although an earlier finish would be considered. Exact hours to be mutually agreed, 3-6 hours per day. This role is Term Time only plus some additional days (e.g. INSET days) - equating to 34 weeks per year.

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The successful candidate:

- Reliable and respectful
- Ability to communicate effectively with colleagues
- Organised and able to work to deadlines
- Ability to remember health and safety policies

Conditions

- A competitive salary (meets minimum wage requirements), dependent on experience, 28 days holiday entitlement and pay. Salary subject to yearly payment reviews
- All staff are entitled to a 30% fee remission for children who join the School (pro-rata for part-time)
- Use of the School facilities: tennis courts, fitness suite & swimming pool when not in use by pupils
- Breakfast, lunch & tea as well as refreshments provided during term-time
- Extremely supportive staff team
- Support staff Pensions Trust pension scheme, subject to eligibility.
- Cleaning staff are provided with staff clothing.

How to Apply

Application is by School Application Form only. Forms can be downloaded from the School website under vacancies. www.dukeofkentschool.org.uk/private-prep-surrey-england/job-vacancies

Applications will be reviewed on receipt.

The contact for this recruitment campaign is Cat Branagan, Operations & HR Assistant 01483 277313 or cbranagan@dokschoo.org



2. School Information

Duke of Kent School strives for excellence, expects and celebrates effort, nurtures well-being and presents challenge. Our size allows each pupil to be known and cared for as an individual.

The School has undergone considerable change in the past 13 years, transforming itself from a Prep to a through school, and growing quickly to its current roll of 320 pupils. Key entry points are Nursery, Year 3 and Year 7. Pupils leave at the end of Year 11 to a wide range of local colleges and sixth forms in the independent and maintained sectors.

Our teaching team is made up of experienced, well qualified and highly motivated teachers who have chosen to join our small community where they have a big impact. A dedicated and comprehensive operations staff team supports the teaching team. Across both support and teaching areas, the School currently employs approximately 100 staff (both full-time and part-time). We are also complimented by a team of committed local Governors with broad expertise.

We have a growth mindset, operating on the principle that all learners can, when properly challenged and supported, achieve extraordinary progress. Our focus is on achieving personal best in every aspect of development. We expect, and celebrate effort.

Duke of Kent School works in partnership with parents to support and promote all aspects of pupils' development. We prepare our pupils to play a positive role in their adult lives, as independent learners and thinkers, and to be responsible members of the local and global community.

We expect all members of the community to exercise tolerance, kindness, respect and empathy. We value diversity and pursue equal opportunities for all.

The greatest gift we give each child is a passion for learning and a real curiosity about the world around them. Here at Duke of Kent School near Guildford in Surrey, we all care deeply about educating the whole child. We are proud of the incredible teaching staff who recognise the individuality and strengths of each of our pupils and challenge them to be the best they can be, whilst allowing them the freedom to be exactly who they want to be.

As well as the best possible academic learning environment, the breadth of the music, drama, creative arts and sports opportunities set us apart. Our after school activities programme is also designed to give the students opportunities to develop new passions and talents.

We are a thriving co-ed independent school and our pupils leave our care as happy, independent, rounded, grounded individuals with many joyful memories, and a desire to go out into the world and make a difference.

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.

3. Job Description

Job Title	Morning School Cleaner, reporting to Cleaning Supervisor 3 to 6 hours per day, starting at 8am. Flexibility around hours, to be mutually agreed.
Job Purpose	To provide a friendly cleaning service, performing a variety of tasks associated with cleaning and services.

Main Duties and Responsibilities include:

- Keeping the School in a clean and tidy state at all times.
- Reporting to the Cleaning Supervisors who will conduct an annual review of performance.
- Overseeing vacuuming carpeted areas and sweeping uncarpeted areas as applicable.
- Checking, emptying and cleaning all internal bins daily, including recycling bins.
- Assisting in the cleaning of spillages or accidents on floors or toilets, as applicable.
- Cleaning doors with windows daily.
- Checking and cleaning the Meetings Room and Old Hall daily, at the beginning of each school day.
- Cleaning the Head's apartment weekly, as it is used for School meetings.
- Ensuring the cleanliness of all school toilets, classrooms, medical room, art and DT rooms daily.
- Outbuilding check and cleaning of changing rooms, PA Hall, music rooms, and Sports Hall.
- Clean inside School minibuses, in the event of an accident or spillage, when applicable
- Working collaboratively with our evening contract cleaners and maintaining a positive relationship between them and in-house cleaners at all times.
- Liaising with our contract company regarding sanitary requirements and air fresheners, and hosting visits, where applicable.
- Cleaning the common room, domestic science room and staff room kitchen areas.
- Providing a friendly, efficient and hygienic service to all.
- Making recommendations to the Head of Maintenance for any areas of the School that require attention, such as toilets or corridors.
- Checking and replenishing soap, hand towels, and toilet rolls daily in staff and pupil toilets and changing rooms.
- Polishing trophies, as applicable.
- Cleaning the staff room and reception coffee machines daily.
- Carry out any ad-hoc duties as assigned by the Head or Head of Operations

Client Service:

- To ensure that the School is given a prompt and efficient service and expectations are consistently exceeded.
- To be School focused at all times, by being visible during service periods, approachable and quick to exceed expectations in fulfilling School's needs.
- To project a willing and helpful attitude to the School; to seek the appropriate solution to any given cleaning situation.

People:

- To treat your team members at School as you would expect to be treated.
- To co-operate with all team members and undertake duties in the school areas as requested to ensure an efficient and effective service is delivered at all times.
- Establish effective and positive working relationships with colleagues.
- be aware of and have a proper and professional regard for the School's policies and procedures, including the Staff Code of Conduct
- provide reasonable cover in the event of colleague absence
- participate in the annual appraisal process

- model at all times the high standards of behaviour, courtesy and respect required from our pupils
- make a positive contribution to the life of the community, working to maintain the kind, caring and supportive ethos of the School
- promote diversity, equality and inclusion of all members of the community

Health & Safety, Food Safety, the Environment

- To attend health and safety and environmental training courses as required.
- To rigorously follow the unit cleaning schedules.
- To adhere to company COSHH risk assessments.
- Follow safe systems of work
- Report any Concerns/Issues immediately

Additional Responsibilities

- Undertake any other reasonable duties as requested by the Head
- To attend meetings as required.
- Be aware of and have a proper and professional regard for the School's policies and procedures.
- To act as a positive ambassador for the School.
- To ensure compliance with the company's policy on safer recruitment and safeguarding children whilst at work.
- Attend work on time and with uniform
- Comply with management instructions

Person Specification

Assessment Area	Essential	Desirable
Disposition	<ul style="list-style-type: none"> • Smart, clean appearance • Friendly, helpful • Proactive • Team player • Hard working • Reliable • Respectful • Must be suitable to work with/around children 	
General	<ul style="list-style-type: none"> • Effective communicator with colleagues • Ability to work on own initiative 	<ul style="list-style-type: none"> • Ability to plan ahead • Keen to continue self-development within current role and ambition for further promotion or growth
Aptitudes	<ul style="list-style-type: none"> • Manual dexterity for quick, skilful handwork • Ability to remember health & safety policies • Ability to work to deadlines • Good organisational skills 	

Safeguarding and Personal & Professional Conduct

Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.

In addition to a thorough understanding of safeguarding procedures, staff are expected to demonstrate consistently high standards of personal and professional conduct.

This role description identifies the key responsibilities attached to the post described, and is subject to amendment from time to time within the terms of conditions of employment, as the needs of the School may require, after consultation.

This role description stands in addition to the standard expectations of Duke of Kent School staff and to any contractual arrangements.