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Hazelwood School

Part Time Evening Cleaner (Nursery)

Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

Our School

We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery site catering for children from approximately 9 months to 4 years.

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

Further details about the school can be found on the website: www.hazelwoodschool.co.uk.

Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.



Employee Benefits

- Free lunch
 - Onsite parking
 - CPD
 - Pension
 - Use of staff gym
 - Swimming pool
 - Fees discount
 - Wellbeing Hub
 - Access to the Employee Assistance programme
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Appointment of Cleaner

We are excited to be recruiting a Cleaner to join our Nursery Cleaning Team.

The successful candidate will take responsibility for a designated area of the nursery to ensure it is presented to staff, children and visiting families in a clean and tidy state at all times.

Experience in working in schools is not a necessity. We are looking for someone to be enthusiastic, positive, and who is comfortable working in a large team and alongside children.



Main responsibilities

- Sweeping and vacuum cleaning all floors and stairs
- Dusting and cleaning all ledges, window frames, surfaces, worktops and walls
- Polishing furniture and artefacts
- Cleaning desk surfaces
- Tidying chairs and cleaning their seats
- Cleaning internal windows and mirrors
- Cleaning lavatories, showers, and wash hand basins
- Emptying rubbish bins and conveying rubbish bags to the rubbish point
- Emptying recycling bins as required.
- Ensuring that you have sufficient stores to conduct your duties satisfactorily.

Additional Responsibilities

- Deep cleaning weeks are to be carried out during the Christmas (1), Easter (1) and Summer (2) holidays.
- Cleaners are expected to maintain high standards of cleanliness and tidiness throughout their areas of responsibility. Any maintenance issues should be reported in a timely manner.
- To treat your team members at location as you would expect to be treated.
- To co-operate with all team members and undertake duties in the kitchen / service areas as requested to ensure an efficient and effective service is always delivered.
- To attend food safety, health and safety and environmental training courses as required.
- To rigorously follow the Nursery's cleaning schedules.
- To ensure all equipment is well maintained and is in good working order.
- To ensure that all school procedures and work instructions are fully understood and practised by all employees.
- To promote and encourage environmental improvement initiatives as appropriate within the business.

Communication lines

- To work closely with the Estates Manager.

Other duties & responsibilities

- Other duties that the Head may, from time to time, ask the post-holder to perform.
- Whilst the employee's job is based at either Hazelwood or the Hazelwood Nursery and Early Years site, there may be occasions when they are called upon to work on the other site performing similar duties. This may be on a temporary or permanent basis at the discretion of the employer and after consultation.



Person Specification

	Essential	Desirable
Qualifications	•	•
Experience	•	• Knowledge of cleaning practices, health and safety compliance and legal requirements i.e. use of cleaning materials and liquids
Knowledge and Understanding	<ul style="list-style-type: none"> • Understands the role to perform duties effectively and efficiently. • Appreciates the need to support and respect equalities and principles. • Able to confidently answer questions on areas of responsibility. • Understands the impact of own work on others. 	•
Skills	•	•
Personal Characteristics	<ul style="list-style-type: none"> • To be honest • To have integrity • To be a team player • To be a good timekeeper • To be trustworthy • To be reliable • To be energetic and active • To be self-motivated 	•

Application Process

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Applications

- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

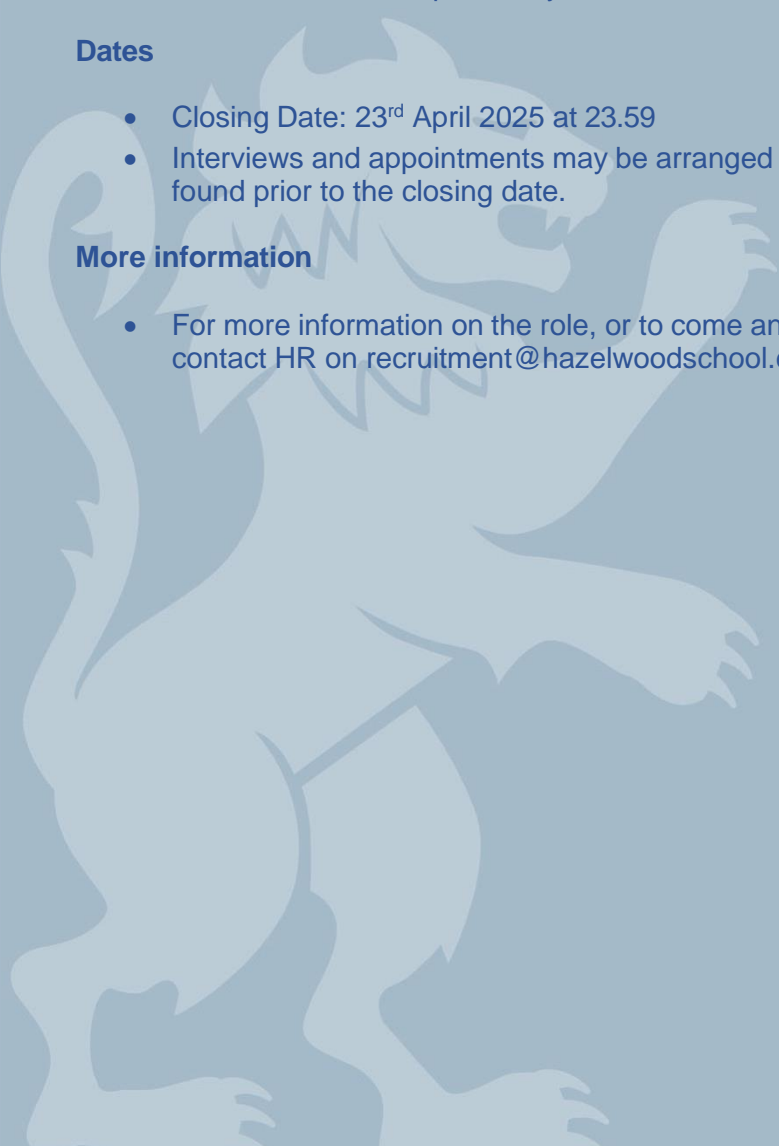
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

Dates

- Closing Date: 23rd April 2025 at 23.59
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on recruitment@hazelwoodschool.com.



Hazelwood School Competencies

Building Relationships

To foster and promote positive, trusting and professional relations within and beyond the school community.

Professionalism

Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

Communication

The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

Planning and Organisation

The ability and desire to plan and organise effectively to meet the needs of all.

Adaptability and Flexibility

To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

Teamwork

The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

Big Picture Thinking

To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

Leadership

To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

