



The Abbey

The independent school for girls aged 3-18.

CLEANING OPERATIVE / HANDY PERSON

Background

The Abbey School is an independent GSA day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only the highest calibre staff, who are lively, enthusiastic and committed. In return we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the school as a whole.

Role Responsible to

Domestic Services Manager

Accountability

- The Head has overall responsibility for all employees of The Abbey School and this is delegated to team leaders in charge of departments. The Head of Finance and Resources is responsible for management of the Support Staff.
- This post is within the Domestic Services Department and the post holder is directly responsible to the Domestic Services Manager.
- The post-holder is not directly responsible for other members of staff.

Specific Responsibilities

- Vacuum carpets or sweep floors, buff as necessary.
- Clean desks, tables, ledges and walls.
- Empty wastepaper bins, clear rubbish to refuse area.
- Clean toilets, replenish toilet paper and paper towels.
- Report broken fixtures and fittings to the Domestic Services Manager.
- Clean Windows on all three sites
- Clean carpets and rugs usually during holidays (training will be provided)

General Tasks

- To maintain the cleanliness of the School for the benefit of the pupils and staff.

Person Specification

- Good team worker.
- Reliable, punctual and hard working.



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- Willingness to assist the Domestic
- Services Manager in the performance of other tasks when requested.
- Enthusiastic team player.
- Friendly, professional and 'can do' approach.
- Pro-active and prepared to get involved.

Specific skills

- Training will be given in the use of the vacuum cleaner, buffing machine, carpet cleaning machine and safe use of chemicals.

Hours of Work

- Normal hours of work will either be 5:00pm to 8:00pm or 4:00pm-7:00pm Monday to Friday, during School term-time and mandatory attendance on School INSET days and on a set number of training days each School term. Hours can be discussed at Interview.
- There will be a probationary period of six months during which one week's notice is required by either party to terminate employment. Thereafter, the notice period will be one month.

Holiday Entitlement

- 20 days of paid holiday entitlement per year. After each completed year of service, this increases by 1 day in the following September, up to a maximum of 25 days' holiday per year after 5 years of completed, continuous service.
- In addition, the 8 UK public holidays and also 4 concessionary days, to be awarded at the School's discretion (usually at Christmas).
- Holidays to be agreed beforehand with the Domestic Services Manager.
- All holiday is to be taken during the School holiday periods.

Salary and Benefits

- Salary is dependent on skills and experience.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which is available to all employees.
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Lunches are available free of charge.
- Parking is normally available, but not guaranteed.

Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- To neither intentionally, nor recklessly, interfere with any equipment provided.



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Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Bursar immediately.

Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdb.co.uk

For more information on our lively and well resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk

Interviews will only be arranged following our receipt of a completed application form.

For enquires please contact recruitment@theabbey.co.uk