RENDCOMB COLLEGE
NURSERY • JUNIOR • SENIOR

Cleaning Assistant

Hours: 25 hours per week, 4pm to 9pm; however, alternative timings may be considered;
All-year-round and term-time-only positions are available.
Salary: £11.10 per hour (plus a £200 monthly bonus for out of hours attendance) – contact HMPA@rendcombcollege.org.uk if you have any questions
Start date: ASAP (we will take notice periods into account)

Job Summary

To support the delivery of high standards of cleaning across the College and to ensure a high level of cleanliness and hygiene throughout.

Main duties

- Vacuuming, dusting, polishing and general cleaning of school buildings;
- Emptying bins in support of the college recycling strategy;
- Other tasks in line with general cleaning duties as and when required;
- To ensure all equipment and chemicals are used and handled correctly at all times in accordance with manufacturer's instructions, COSHH regulations and health and safety legislation;
- To lock doors and turn off lights to preserve energy and security;
- Using all supplies correctly and minimising waste.

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed

Person Specification

- Ideally, experience in a similar role
- Ability to work with minimum supervision
- Must be able to use own initiative, be well motivated, and able to work as part of a team
- Must be capable of maintaining a calm manner in all situations
- Must possess high levels of integrity and reliability
- Candidates must have good attention to detail

Terms and conditions

25 hours per week 4pm to 9pm, however, alternative timings may be considered.
All-year-round and term-time-only positions are available.

Applications

To apply, please click the "quick apply" button on the job advert on TES here and complete the application form.

All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.

- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work towards and support the school vision and ethos.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Be aware and support equality, diversity and inclusivity and demonstrate these principles in all aspects of work.
- Undertake any other reasonable duties required that are related to the job from time to time.

The post-holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Outline Salary and Conditions

£11.10 per hour (plus a £200 monthly bonus for out of hours attendance) – contact HMPA@rendcombcollege.org.uk if you have any questions.
All staff are automatically enrolled into the school's pension plan. Rendcomb College complies with standard employment legislation regarding retirement.

Other Benefits

Rendcomb will provide staff with parking, and with free lunch during term time and for most days during school holidays. Use of the College facilities, including gym, may be possible outside school hours subject to availability.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's programme of Professional Development and Review (PDR).

Our Mission

Our mission is to develop **thoughtful**, **adventurous** and **ambitious** life-long learners with the confidence, character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and inclusivity in a safe, caring community and magnificent natural environment.

Our Values

Thoughtful –Rendcombians test the status quo and are encouraged to employ **critical thinking**. They are kind and **empathetic** towards all people, and are proud to celebrate their differences and individual traits. Through service, they connect to others, enabling individual and societal change for good.

Adventurous - Rendcombians are **courageous**.

They embrace the adventure of school life, challenging themselves to broaden their experiences, and are brave in standing up for what is right. They enjoy being **creative** in their approach, seeking new ways to solve problems, and continually learn from trying.
Ambitious - Rendcombians are actively **curious** about the world around them and love to learn. They aspire to succeed through **perseverance**, whilst not being afraid to make mistakes.
They seek to be the best version of themselves they can be.

The School

Rendcomb College is a successful co-educational HMC day and boarding school in the Cotswolds and this is a wonderful opportunity for a dynamic and inspirational candidate to join the College at an exciting time of change. We were shortlisted for 2 awards at the TES Independent School Awards 2021, namely the prestigious Boarding School of the Year award and also the Community Initiative of the Year award. Last year the College was inspected by the Independent Schools Inspectorate and achieved 'excellent' in both pupils' personal development and pupils' academic development and achievement.

Rendcomb College was founded in 1920 by Frederick Noel Hamilton Wills, whose family have maintained an active part of the school including significant financial endowment and governance. While the school has just celebrated its centenary, we maintain a vision and ethos that remains true to Wills' original values of providing an inclusive and broad-ranging education for our pupils. Rendcomb has evolved, developed and grown over the years and is now a thriving co-educational day and boarding School for 3-18 year olds totalling some 400 pupils.

The College owns some 200 acres of land including the Deer Park and the "Wilderness" which is home to our Forest School and an integral part of our Outdoor Education provision in the Junior School. The College's ten acres of pitches benefit from far-reaching and astounding views. An open air swimming pool lies next to the College buildings. The school boasts four new hard surface tennis courts, gym, all weather astro-turf and sports hall; all of these facilities are used by Junior and Senior School pupils. Recent whole college developments include a state of the art Performing Arts Centre at the heart of the campus, new 6th Form Centre and Junior Day and Boarding House.

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). *Rendcomb College is an equal opportunities employer*

No agencies please
We reserve the right to withdraw vacancies at any time