



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

JOB DESCRIPTION

CLEANER

Part time up to 20 Hours per week

To start as soon as possible

Job Title : Cleaner
Reporting Line : Cleaning Supervisor
Location : Hampton School

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

Role Summary

The Housekeeping Team are responsible for maintaining high standards of cleanliness throughout the school.

Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Replenish consumable items (e.g. Soap, Toilet rolls, paper towels etc)
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner as instructed
- Proper use of chemical agents as directed by the Cleaning Supervisors in the discharge of cleaning operations or maintenance procedures, after receiving appropriate instruction and training in line with Health & Safety Policy
- Using electrically powered scrubbing, polishing and pick-up machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).

Classrooms / Common Room / Offices/ Meeting Rooms / Library / Corridors and Stairs:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop as required
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under / behind)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones.

Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Deputy Head in association with the above role.

Training

Where necessary, to undergo on the job training or attend INSET outside the School to increase competence, proficiency and safety awareness.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the, Headmaster or anyone acting on their behalf.

PERSON SPECIFICATION - SKILLS, QUALIFICATIONS AND EXPERIENCE

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- Able to carry out general cleaning duties as detailed in the Job Description
- Punctual and reliable

- Able to manage time effectively to complete tasks to a high level
- Able to prioritise work
- Able to work with minimum supervision
- Able to work both alone and within a team to achieve specified standards
- Able to communicate clearly, understand and follow instructions
- Be flexible to changing demands of the position
- Take pride in a job well done
- Ability to demonstrate an understanding of why Customer Care is important in employment and service delivery
- Experience of working in a busy team environment is essential
- Professional appearance and friendly/approachable and polite demeanour

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The salary is based on the Hampton School Scale for Support Staff. The basic rate of pay will be £10.26 per hour which will increase after six months to £10.79 per hour. After 5 years' service, your salary will increase to £11.06 per hour. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter.

2. Hours and Holidays

This is a Part-Time position with the normal working week being up to 20 hours from 6.00am - 8.00am and 4.00pm - 6.00pm Monday to Friday. Holidays must be taken outside the normal school term dates (i.e. during school holiday periods.)

The remuneration package includes payment for holidays.

3. Probation

The appointment is subject to the satisfactory completion of a twelve months' probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

Pension

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

School Fee Reduction

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle though the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

Personal Accident Insurance

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Drinks and Snacks

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

Lunch

Lunch is provided to members of staff at no cost if working during the lunch period.

Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

Use of Private Vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.

Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

October 2018