



TONBRIDGE  
SCHOOL

# SCHOOL CLEANER

Part time, term time



## THE DEPARTMENT AND POST

The Domestic Services Department provides daily cleaning services across the Tonbridge School Campus, including Boarding, Day and Senior Student Houses, classrooms, offices and communal spaces.

The Domestic Services Co-ordinator oversees the day-to-day provision of cleaning services, with a team of more than 75 cleaners working across the campus. In Senior Student Houses, and Main School areas, each area has a dedicated cleaner who ensures that the highest standards of cleanliness and presentation are maintained.



## JOB DESCRIPTION

**Job Title** School Cleaner

**Reporting to** Domestic Services Co-ordinator

**Main Purpose** To undertake cleaning duties within set areas, including classrooms and communal areas in addition to senior student accommodation in order to maintain a high standard of cleanliness and presentation in all areas.

### MAIN DUTIES

- To clean designated areas which may include classrooms, offices, halls, communal areas, washrooms, staircases and corridors to a high standard; cleaning, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting as required.
- To complete general tidying of rooms and communal areas.
- To clean hard and carpeted flooring using appropriate specialist cleaning equipment.
- To clean the building exterior (porch area, entrance stairs, external signage).
- To correctly use all cleaning products and follow the appropriate COSHH instructions (training will be given).
- To follow Health & Safety procedures and safe working practices, appropriate to the task in hand.
- To be aware and pro-active about health and safety issues within the designated area, reporting any problems or maintenance issues promptly so that appropriate action can be taken.
- To attend any appropriate training courses.
- To cover for colleagues who may be absent.
- To restock cleaning materials as required.
- To undertake any reasonable request or other related duties as required by your line manager.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. 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 he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

### PERSON SPECIFICATION

#### Skills and Abilities

- Previous cleaning experience would be an advantage.
- Organised and methodical, thorough and with attention to detail.
- Team player with a flexible approach to working.
- Self-motivated with the ability to work on own initiative and without supervision.
- A proactive and 'can do' attitude with a positive outlook.
- Punctual, reliable, honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.
- Literate and numerate.
- Good communication and interpersonal skills.

## Experience

- Experience of working in an educational setting would be an advantage but is not essential.
- Previous cleaning experience would be an advantage.

## HOURS OF WORK

- 16 hours per week.
- Monday to Friday from 5.30am to 8.30am daily.
- Saturdays from 7am to 8am
- Term time for 34 weeks plus 3 weeks (37 weeks per year).

There may be occasions when additional hours are required or working hours may be varied from time to time, by mutual agreement, to meet the demands of the School.

## BENEFITS

£12.40 per hour plus holiday entitlement and benefits package including:

- Pension scheme
- CPD opportunities
- Opportunities for development and progression
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## APPLICATION PROCESS

### SUBMITTING AN APPLICATION

Full details and an application pack may be found at: <https://www.tonbridge-school.co.uk/careers/>

Apply via our online application form or, send your completed application form to:

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org) 01732 365555

**Closing Date: Friday 12 December at 12 noon**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

