



TONBRIDGE
SCHOOL

PRIVATE ACCOMMODATION 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.

Each boarding and day house has its own team of dedicated cleaners who ensure that the highest standards of cleanliness and presentation are maintained in the house.



JOB DESCRIPTION

Job Title	Private Accommodation Cleaner
Reporting to	Housemaster and the Domestic Services Co-ordinator
Main Purpose	To undertake cleaning duties within boarding, day or senior student accommodation in order to maintain a high standard of cleanliness and presentation in all areas of the house.

MAIN DUTIES

- To ensure that the front entrance door and porch are clean and presentable.
- To generally tidy, dust, polish, Hoover the lounge, dining room, study and bedrooms.
- To wipe surfaces in the kitchen, empty dishwasher, clear sink, mop floor; fridge to be cleaned weekly.
- To clean the bathrooms daily, including floors.
- To change all beds on a weekly basis.
- To polish silver and brass as necessary.
- To undertake laundry management including ironing as required.
- To ensure the cooker, kitchen cupboards and drawers are cleaned on rotation.
- To generally clean the woodwork and bookcases/shelves at least once each term.
- To attend any appropriate training courses as required.
- To undertake any other duties as may be reasonably 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

- 15 hours per week.
- Monday to Friday; nominally from 9am to 12pm.
- 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. This may include working some Saturdays for end of term cleans.

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

01732 365555

Closing Date: Monday 20 April at 10am

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

