



## ST. EDWARD'S OXFORD

JOB DESCRIPTION

### **SCHOOL CLEANER (WEEKENDS)**

FOR APPOINTMENT AS SOON AS POSSIBLE

#### **A message from the Warden**

Thank you for your interest in working at St. Edward's.

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

*Beyond Teddies*, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

#### **About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school week includes lessons on Saturday mornings, apart from leave weekends and exeat (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm

or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

### **About the Domestic Services Department**

The Domestic Services Department is a busy department, responsible for all cleaning throughout the School. The department is made up of approximately 75 School Cleaners, 3 Supervisors and is overseen by the Domestic Services Manager & Lets Co-ordinator.

### **About the Role**

The School Cleaner reports to the Domestic Services Supervisors and the Domestic Service Manager & Lets Co-ordinator. The overall objective is to clean designated areas of the School to the required standard.

### **Main Responsibilities**

- To clean a range of school areas as outlined in a weekly and monthly schedule within a timescale and to the required standard. Areas include:
  - Pupil bedrooms
  - Common rooms
  - Bathrooms, showers and toilets
  - Kitchens and pantries
  - Communal areas and public spaces
  - Staircases
  - Teaching and study areas
  - Off-site school property
- To carry out cleaning duties:
  - On a variety of surfaces.
  - In a variety of buildings and at different floor levels
  - At a range of height levels including floors, worktops, shelves and on top of furniture
  - Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters
  - Using a range of non-hazardous cleaning products in accordance with instructions and training.
- To use specialist cleaning equipment such as steamers and carpet cleaners in accordance with instructions and after completing additional training.
- To carry out deep cleaning of allocated areas as required, for example: at the end of term, before term starts and after building works or maintenance tasks.
- To ensure that stocks of cleaning products are maintained.
- To strip and make beds.
- To empty bins and carry bin bags to designated collection points.
- To comply with statutory requirements and School policies by:
  - Carrying out duties in accordance with training and instruction received
  - Using appropriate personal protective equipment and safety equipment
  - Using the appropriate colour coded mops, buckets and cloths as instructed during training

- Using only cleaning products and equipment supplied by the school
- Informing the Supervisor or Health & Safety Officer of any potential hazard or danger
- To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work
- Reporting all accidents.
- To report all maintenance requirements to the Domestic Services Manager
- To report possible welfare issues to the Boarding House Matron or Supervisor (for example, where you have been unable to gain access to a room, a pupil says they are not well or a pupil reports a problem to you).
- To attend and take part in all in-house training and Domestic Services staff meetings
- To be willing to work in all areas of the school to cover for other staff on holiday or sick leave.

(This is not an exhaustive list of duties and the post-holder should expect variances in job content to help achieve the efficient running of the School's facilities).

### **Start date**

We would like successful applicants to start work as soon as possible.

### **Hours of work**

We are recruiting for part-time School Cleaners to work weekends.

Details of the normal working pattern is as follows:

- Saturday            7am – 12.30pm / 8.30am – 12.30pm
- Sunday             8.30am – 12.30pm

School Cleaners are expected to work at other times, when required, to cover for sickness and School events. It will also occasionally be necessary to work at weekends or on Bank Holidays to cover Holiday Lets and the start of term.

### **Salary**

We are offering a competitive salary. Salaries are reviewed annually with effect from 1<sup>st</sup> September.

### **Location**

School Cleaners may be required to work in a variety of areas around the School. Allocated working areas will be varied from time to time, in accordance with the School's operational needs.

### **Sickness benefit**

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is to 30 days at full pay in any consecutive 12-month period.

### **Probationary period**

This appointment is subject to a probationary period of three months.

### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

### **Notice Period**

During the probationary period, employment may be terminated by either side with one week's notice. Subsequently, the minimum period of notice required is one month.

### Miscellaneous non contractual benefits

- Free meals are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

### About the Candidate

Person Specification Characteristics	
The ability to be flexible in working hours to meet the demands of the position	Essential
Previous experience in a cleaning role	Essential
A good command of the English Language	Essential
The ability to work well as part of a team and also show independent initiative	Essential
A flexible approach and willingness to carry out a variety of tasks	Essential
Previous experience within a similar organisation	Desirable
A high level of self-motivation	Essential
Task and goal-oriented with a positive attitude	Essential
A commitment to setting and maintaining standards of excellence	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

### Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after applying and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the HR Department, by email: [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org).

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

We reserve the right to appoint at any stage during the application process.