**Role Description**

**Job Title: Weekend Boarding House Cleaner**

**Reports to: Domestic Team Leader**

**General Information**

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 800 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School’s trading subsidiary. The School employs almost 600 staff and operates seven days a week during term-time.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

**Job Purpose**

To provide cleaning duties as instructed by the Domestic Team Leader and to make sure these are maintained to high standards.

**Responsibilities**

To work under the direction and guidance of the Domestic Team Leader, following their instructions to carry out the following tasks:

* Keep all areas of the House (dormitories, studies, bedsits, common areas and toilets/bathrooms clean and tidy. This will involve washing, dusting, polishing, vacuum cleaning and sweeping as appropriate.
* Work in the dining room, laying out tables and serving food at lunchtimes.
* Work independently in an individual area of the House to complete the daily/weekly tasks assigned by the Domestic Team Leader to a high standard. Individual areas may be changed or assigned on a rotational basis, as determined by the Domestic Team Leader, and you may be required to assist colleagues in another area.
* Maintain environment to a good state of comfort and cleanliness e.g., deep clean carpeted and non-carpeted areas, soft furnishings and bedding; fixtures and fittings; windows and walls; maintain storage areas.
* Make the Domestic Team Leader aware in good time of the need for replacement materials and equipment for the satisfactory performance of duties.
* Comply fully with COSHH regulations.
* Comply fully with Health & Safety and Hygiene regulations and Infection Control guidelines, ensuring, for example, the wearing of protective clothing as required.
* Comply fully with the School’s policies and procedures.
* Ensure that issued uniform is worn at all times, and is kept fresh, clean and presentable.
* Attend professional training as required.
* Be courteous to colleagues and pupils and provide a welcoming environment to parents and other visitors.
* Undertake such other duties as may be determined from time to time within the general scope of the post.

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Skills and Experience

* Previous cleaning experience.
* Knowledge of cleaning procedures.
* Reasonable numeracy and literacy.
* Ability to work with minimum supervision.
* Ability to work with others.
* Good communication skills.
* Ability to organise workload and balance priorities to meet deadlines.
* Excellent attention to detail.
* Sets high standards of work.
* Good timekeeping.
* Ability to deal with colleagues, pupils and parents in a pleasant and helpful manner.
* Friendly and approachable
* Knowledge of health & safety requirements. (desirable)
* An understanding of COSHH. (desirable)
* Previous experience of using industrial cleaning equipment. (desirable)

**Benefits**

Working Hours5 or 10 hours per week, **Saturday / Sunday, 9am – 2pm,** over 35 term time weeks of the year

Salary£2,313 - £4,626 per annum.

Probation period Six calendar months.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

Benefits 50% contribution to premiums for School’s private health scheme

Free membership of dual-use Sports Centre (£25 annual joining fee)

Free staff lunches in term-time

School fee discount for children of staff

Retail, gym, supermarket, cinema and restaurant discounts (via Sodexo platform)

Cycle to work scheme

Employee Assistance Programme which provides a range of support including counselling and legal advice.

Occupational Health Services to support staff who have health/medical issues

Free annual ‘flu jabs

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

Uppingham is a forward-thinking employer that values all staff and the contribution they make. We are forever reviewing our benefits in order to recognise and reward staff appropriately.

Holidays The annual holiday entitlement is all normal school holidays

Location Whilst you will initially be located within a particular team in a House, you may be required to work in any of the School’s 15 boarding houses, whether on a temporary or permanent basis.

**Safeguarding and Child Protection**

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (child protection) Policy 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, they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to [hr@uppingham.co.uk](mailto:hr@uppingham.co.uk), 01572 822216.

The HR Department

Uppingham School

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Uppingham

Rutland

LE15 9QD

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post*.*

Name:

Signed:

Date: