



HORRIS HILL SCHOOL

INFORMATION FOR APPLICANTS FOR THE POSITION OF PART TIME CLEANER (20 Hrs/wk) Monday to Friday, all year round

Horris Hill School is one of the UK's leading boarding and day independent preparatory schools for approximately 120 pupils aged 4 to 13. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of the country's top senior schools. It is an exciting time of change and growth for the school, as it looks to extend its offering by opening a 50 week nursery from September 2022 for children aged 2-4 years. Girls will also be able to benefit from the education and care that the school provides and are delighted to offer them the opportunity to join in nursery and reception from September 2022.

Our staffing team are critical to the school's continued success and the school has made some excellent recent appointments. We are delighted to be welcoming our new Headmaster, Mr Rob Stewart to the school in September. He has an outstanding track record including being an Eton Housemaster as well as the head of a leading Prep School. We have also hired an experienced bursar who will join the school in September.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world, supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

Location

The School is set in 65 acres of beautiful Berkshire common land just south of Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for over 130 years.

Facilities

The School is a blend of older buildings dating from 1888 and modern facilities. The School has recently opened a new, state of the art theatre which is a tremendous asset for the School and the local community.

Pastoral care

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

Co-curricular activities

We offer a wide range of activities for boarders and day pupils, with options for wrap-around care to meet the needs of modern families.

Destination of leavers

About 25 pupils leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne.

The Role - Job Description

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

- **General**

- The cleaning team comprises the Cleaning Supervisor and a team of 7 cleaners. Your immediate line manager is the Cleaning Supervisor, with the Operations Manager as your senior line manager.

- **Duties**

- To carry out and complete cleaning tasks in line with daily and weekly task lists.
- To clean all areas of the school - classrooms, common rooms, dormitories, bathrooms, changing rooms, landings, corridors, science and design technology laboratories, the Music School, the Sports Hall, the Health Centre, the Lower School, the Nursery, the Theatre and the Chapel.
- To clean residential staff houses according to the cleaning roster.
- Cleaning includes mopping, brushing, dusting, polishing, vacuuming, operating the buffing and Rotowash machines and removing rubbish.

- **Responsibilities**

- To work as a team with the other housekeeping staff and on your own according to the cleaning roster.
- To ensure that cleaning is carried out to the highest standards possible.
- To follow health and safety regulations and to handle chemicals and cleaning equipment carefully.
- To report equipment faults to the Cleaning Supervisor and any maintenance issues to the maintenance team as and when necessary.
- Adhere at all times to Health and Safety legislation, and all school policies and procedures, to ensure your own safety and that of colleagues as well as pupils and visitors.
- To ensure the safety and wellbeing of children adhering to and complying with the Horris Hill School's Safeguarding and Child Protection at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.
- To attend training and staff INSET sessions organised by the School – full training will be given.

- **Hours of Work**

- 20 hours per week Monday to Friday all year round – we anticipate that the hours will be 6am – 10am each morning but there may be some flexibility and we will be very happy to discuss this at interview.
- Flexibility to be able to work occasional hours at the weekend or during holiday periods would be an advantage.

- **Remuneration**

- The hourly rate for the post is £9.51 per hour. The actual salary for the post (20 hrs per week) is £9,890 per annum. The annual salary is paid monthly in arrears in 12 equal monthly payments through the year.
- You have a right to opt in to the School's AEGON Retirement Choices pension scheme.
- Free parking, uniform, training and development will all be provided.

- **Safeguarding**

- Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.

Person Specification

- Good communication skills, approachable and with the ability to work as a member of a team.
- Self-motivated, hardworking and reliable with a good punctuality and attendance record.
- Flexible and professional approach with enthusiasm, energy and commitment.
- Committed to maintaining high standards of Health, Safety and Security.
- Committed to safeguarding and promoting the welfare of children.

Conditions of Service

The employment will be subject to a probationary period of 6 months during which time either the employee or the School may terminate the employment by giving not less than one months' notice.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the School's Safer Recruitment Policy on the school website for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies. All applications to be submitted to hr@horrishill.com

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received and interviews arranged with suitable candidates therefore early applications are encouraged. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

Further Information

If you require any further information or would like to discuss any aspects of this vacancy please don't hesitate to contact Debbie Power, HR & Compliance Manager on 01635 30323 or email hr@horrishill.com