



STAMFORD

# Cleaning Staff Applicant Pack





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## Working for the Stamford Endowed Schools

The Stamford Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Hours of Work</b>	<p>Role 1: Cleaner for the Sports Centre.</p> <ul style="list-style-type: none"> <li>24 hours per week, Monday – Friday 16:00 – 20:00 for 52 weeks per year and Saturday 09:00 – 13:00 for term time only plus 6 days during the school holidays.</li> </ul> <p>Role 2: Cleaner</p> <ul style="list-style-type: none"> <li>20 hours per week, Monday – Friday 16:00 – 20:00 with flexibility to adjust working hours in the holiday periods.</li> </ul>
<b>Remuneration</b>	£9.05 per hour
<b>Working Arrangements</b>	<p>Role 1: 20 hours at 52 weeks per year and 4 hours term time only plus 6 days during holidays</p> <p>Role 2: 20 hours for 34 weeks plus 6 days during the school holidays</p>
<b>Annual Leave</b>	<p>25 days annual leave rising to 28 days after 5 years' service (pro rata).</p> <p>During the Christmas break the school will be closed for a period during which 2 or 3 compulsory annual leave is to be taken - confirmed dates will be advised each year.</p> <p>For term time contracts, annual leave is taken within the school holiday periods and paid as part of the monthly salary.</p>
<b>Role Information</b>	<p>You will be paid each month throughout the year. For any start date after 1 September the actual working weeks until 31 August, will be calculated and divided by the remaining months, for the first year only.</p>
<b>Other Arrangements</b>	<p>We also offer:</p> <ul style="list-style-type: none"> <li>Excellent working conditions</li> <li>Support for training and development and an annual review programme</li> <li>Access to an Employee Assistance Programme for staff. 24:7:365 advisory telephone advice service and telephone counselling.</li> <li>Contributory Pension Scheme with employer contributions</li> <li>Access to SES car parking facilities</li> <li>A programme of Stamford Lectures and other staff social events.</li> </ul>



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## Job Description

**Job Title:** Cleaner

**Reporting to:** Domestic Team Leader, Head of Catering and Domestic Services

**Responsible for:** N/A

### Core Purpose

To work as part of a team of cleaners across all 3 sites of the school, performing general cleaning and domestic duties. Maintaining a high standard of cleanliness performing a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. Tasks will require the use of relevant equipment such as vacuum cleaners, polishing machines etc. Work should be carried out with due regard for the health and safety of all those who use the school buildings.

### Key Areas of Responsibility

1. Carry out general cleaning duties including dusting and polishing of furniture, cleaning toilets, wash basins, mirrors and sinks and emptying rubbish bins, always being mindful of hygiene levels within the schools.
2. Mopping and vacuuming floors as appropriate.
3. Carry out deep cleaning activities at specific times of the year, this will include internal window cleaning, high level dusting and cleaning, washing down walls and woodwork.
4. Take initiative to perform cleaning and tidying tasks that are not specifically contained within the Rota but require attention as part of maintaining overall high standards.
5. Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
6. Ensure Health & Safety, quality and general procedure compliance.
7. Ensure COSHH and colour coding regulations are adhered to at all times.
8. Being flexible in your approach to all manners of work and be able to work across multiple sites if needed.
9. Keeping track of stock and cleaning supplies, keeping the cleaning cupboards clean and tidy with regular checks of equipment.
10. Reports any areas of concern in relation to the maintenance of the fabric of the buildings to the appropriate department.
11. Any other duties commensurate with the role that might reasonably be required.



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## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Basic standard of education.	
<b>Knowledge &amp; Experience</b>	<p>Able to work follow basic instructions and complete work to a satisfactory standard.</p> <p>Knowledge of a range of cleaning methods and products.</p>	Some previous experience of providing cleaning/domestic support in a similar environment.
<b>Key Skills</b>	<p>Ability to maintain standards of cleanliness across designated area and recognise when this is achieved.</p> <p>Able to work as part of a team and support other team members as required.</p>	
<b>Other Attributes</b>	<p>Hold satisfactory DBS clearance at an advanced level.</p> <p>Able to demonstrate reliability in a previous role/situation.</p> <p>Flexibility to fulfill role as required.</p> <p>Able to manage a full range of cleaning machinery and tools, some of which may be heavy.</p>	



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## **Candidate Information about Stamford Endowed Schools**

Comprised of Stamford School, Stamford High School and Stamford Junior School, the Stamford Endowed Schools offer continuity of education for girls and boys aged 2-18. Under our 'diamond structure', teaching is co-educational at the junior level and in the Sixth Form, but single sex in the GCSE years. This allows us to tailor the curriculum to best suit our pupils and allows boys and girls to be themselves in the classroom.

The schools have a history of academic success. We want our pupils to develop a lifelong love of learning, which is reflected in the 'Independent Learning, Intellectual Curiosity' ethos that is woven into all elements of the curriculum. Academic life is complemented by a rich extra-curricular provision which gives pupils the chance to pursue their interests across a diverse and extensive range of activities.

Boarding at the Schools was rated as 'outstanding' in the last inspection and 10% of our pupils enjoy life in our five boarding houses. The high-quality provision is indicative of the commitment to pastoral care throughout our three Schools.

The town of Stamford was recently voted 'Britain's Best Place to Live' by the Sunday Times and provides a wonderful place in which to work. The schools are an integral part of the town community and have educated its children since 1532. Transport links are excellent, and London can be reached by rail or road in just over an hour.

Further details can be found on the schools' website ([www.stamfordschools.org.uk](http://www.stamfordschools.org.uk))

This information should be read in conjunction with the Application Form Explanatory Notes attached to the online advert.