

UPPINGHAM

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Role Description

Job Title: Domestic Cleaner (Central)
Reports to: Assistant Operations Manager

Uppingham School is an independent co-educational boarding and day school for 11 to 18-year-olds, located in the beautiful market town of Uppingham in Rutland.

Uppingham School employs around 600 full-time and part-time staff in both teaching and support roles.

The School offers a vibrant, supportive and stimulating environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from finance, marketing and IT to buildings maintenance, catering and healthcare.

Our 800 pupils are accommodated in 16 houses, taught by 24 academic departments. They participate in a multitude of extra-curricular activities throughout the year, from sports and music to drama and expeditions. In term-time the School operates seven days a week.

Uppingham is a vibrant, stimulating, energetic and forward-looking school. Our community is made up of talented people offering a diverse range of experiences. We welcome applications from candidates who are both experienced and new to working within the independent education sector.

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

Job purpose

To provide a home from home for pupils by cleaning the houses and central buildings to the highest of standards, and in houses by serving meals and undertaking laundry. The role typically has two distinct areas of working, although there can be an overlap.

- **Cleaning**
To ensure the cleanliness of school central buildings is maintained to a high standard whilst working effectively and efficiently within a framework of good practice.
- **Domestic**
In addition to cleaning, domestic duties include meal presentation, service and laundry. Pupils and conference delegates typically take breakfast, lunch and dinner in their own houses.

Responsibilities

To work under the direction and guidance of a Team Leader or Assistant Operations Manager to carry out the following tasks:

1. Be courteous to colleagues and pupils and provide a welcoming environment to parents, contractors, conference delegates, and other visitors.
2. Work independently to complete the daily/weekly tasks assigned by your line manager to a high standard.
3. Individual areas maybe changed or assigned on a rotational basis, and you may be required to assist colleagues in another area.

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4. Keep all areas clean. This will involve washing, dusting, polishing, vacuum cleaning and sweeping as appropriate.
5. Maintain the environment to a good state of comfort and cleanliness e.g., programmed deep clean of carpeted and non-carpeted areas, soft furnishings, and bedding; fixtures and fittings; windows and walls; maintain storage areas.
6. Make your line manager aware in good time of the need for replacement materials and equipment for the satisfactory performance of duties.
7. Comply fully with Health & Safety and Hygiene regulations and Infection Control guidelines, best practice, regulations, and the School Health & Safety Policies and guidance, including:
8. Chemical safety (COSHH)
9. Comply fully with, ensuring, for example, the wearing of protective clothing as required.
10. Comply fully with the Schools policies and procedures.
11. Ensure that issued uniform is always worn, and is kept fresh, clean and presentable.
12. Attend professional training as required.
13. Hand in any lost property promptly.
14. Assist with laundry operations as required.
15. Undertake such other duties as may be determined from time to time within the general scope of the post.

And additionally for house-based staff:

1. Work at special House functions, which may involve evening and weekend working (minimum of 8 evening events per year).
2. Work in the dining room: clearing breakfast and laying out tables & serving at lunchtimes.
3. Respond to unusual events requiring added cleans and changed bedlinen as required.
4. Wash and iron pupils' clothes and fold bedding and linen.
5. Clean domestic kitchenettes including surfaces, large and small equipment, e.g., microwave and other ovens, fridges, and freezers to a high standard. Dispose of refuse.

Qualifications, skills and experience, personal qualities required

Skills and 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 organize 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.
- Knowledge of health & safety requirements (desirable)
- An understanding of COSHH (desirable)
- Previous experience of using industrial cleaning equipment (desirable)

Personal Qualities

- Friendly and approachable
- Ability to work with minimum supervision
- Ability to work with others
- Sets high standards of work
- Good time keeping

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- Ability to deal with colleagues, pupils and parents in a pleasant and helpful manner

Terms and Conditions

We have variable hours available as follows:

- **Monday to Friday**, 45 minutes per day, 36 weeks per year plus additional 18 hours outside of term. Start hours can be flexible depending on preference.
- **Two days per week**, 3 hours per week, 7.30am – 9am, term time plus additional 5 weeks outside of term time.
- **Monday to Friday**, 2.5 hours per day in the morning, 36 weeks per year plus additional 36 hours outside of term.
- **Monday to Friday**, 1.5 hours per day, 36 weeks per year plus 18 hours outside of term. Start hours can be flexible to mornings or afternoons depending on preference.

Additionally, we have morning central cleaning positions across our teaching and office buildings available from 6am. Many of our staff combine various House and Central Cleaning roles.

Salary £12.71 per hour

Holiday The annual holiday entitlement is all Uppingham School holidays apart from the 4 weeks and clean down hours specified above. Public holidays in term time are normal working days.

Benefits

- 50% contribution to premiums for the School's private health scheme
- Free Westfield Healthcare
- Free membership of dual-use Sports Centre (£25 annual joining fee)
- Free staff lunches in term-time
- School fee discount for children of Uppingham staff (pro-rated for part-time staff)
- Retail, gym, supermarket, cinema and restaurant discounts
- Cycle to work scheme
- Employee Assistance Programme
- Occupational Health Services
- Free annual flu jabs
- Recognised as a "Disability Confident" employer
- Recognised as a "Mindful" employer
- Favourable rates and terms with local nursery
- Complimentary staff ticket to selected School performances
- Discount at local coffee shop for Uppingham staff

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

Safeguarding

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

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always ensure compliance with the School's Safeguarding (Child Protection) Policy. If, while 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.

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.