

University College School
Frognaal
Hampstead
LONDON NW3 6XH
Tel: 020 7433 2140
Fax: 020 7433 2143

UCS
HAMPSTEAD



JOB DESCRIPTION

University College School (UCS) is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates 1100 students from age 3 to 18. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgment. For further information about UCS, refer to our website www.ucs.org.uk

JOB DETAILS

Job Title: Evening Cleaner

Contract Type: Part-time, Term-Time only plus 2 weeks.

Hours: 20 hours per week, 4pm – 8pm, Monday – Friday

Pay: £11,865.01 (Actual) £29,662.52 (FTE)

Location: UCS, Frognaal, Hampstead, London, NW3 6XH

JOB PURPOSE

- The Evening Cleaner will liaise to ensure all requirements of the school are met. They will be under the line management of the Cleaning Supervisor.
- The role of the Evening Cleaner is predominantly to ensure that the area allocated to them by the Cleaning Supervisor is cleaned to the required standard following guidelines given in the cleaning schedule. This will include ensuring adequate stocks of all consumable materials and air freshening products are

maintained and available. In addition to this, the post-holder will respond to prioritised tasks given by the Cleaning Supervisor.

KEY RESPONSIBILITIES

- To ensure all areas of responsibility are cleaned and monitored as per schedule arranged by the Cleaning Supervisor.
- To ensure an adequate stock of consumables is maintained and to inform the Cleaning Supervisor when ordering is required.
- To respond to any unforeseen or emergency cleaning issues that arise.
- To work in collaboration with the caretaking department to report any damaged or broken furniture/fittings to the Cleaning Supervisor.
- To respond to any other tasks allocated by the Cleaning Supervisor.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

- Well organised individual.
- Cleaning experience in any establishment.
- Preferred experience within a school environment.
- Good adherence to Health and Safety practices.
- Ability to prioritise workload.

HEALTH & SAFETY

The school takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the school's health and safety policies which are regularly updated and posted on the staff intranet.

SAFEGUARDING

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced DBS check before commencing employment. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact with previous employers, and others, to confirm applicants' identities and their professional records.

EQUAL OPPORTUNITIES

UCS is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.