

UPPINGHAM

1584 Forward

Role Description

Job Title: Weekend Domestic Cleaner

Reports to: Assistant Cleaning Manager

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 875 pupils, aged 11-18, 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 enterprise/ conferencing. The School employs almost 600 staff and operates seven days a week across the year.

The School's 15 boarding houses are both the centre of pupil life and the hub for significant vacation conferencing business. In termtime each boarding house is home to between 45 and 60 boys (9 houses) or girls (6 houses) all aged between 11 and 18 years old. The Houseparent and their family live in the house, and the house is home for them as well.

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 Cleaning 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.
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

UPPINGHAM

1584 Forward

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

UPPINGHAM

1584 Forward

Terms and Conditions

Working hours:

4.67 – 9.34 per week (Saturday and/or Sunday, 9.15am to 2.25pm), 36 weeks per year

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 £2,394.44 - £4,788.88 per annum

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 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.

UPPINGHAM

1584 Forward