



WESTONBIRT
SCHOOL



DAYTIME HOUSEKEEPER/CLEANER

CANDIDATE PACK

WESTONBIRT

Westonbirt is a co-educational day and boarding school for pupils aged 2 to 18, located in a stunning rural setting in the heart of the Cotswolds. Set in a Grade 1 listed manor house in 210 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

For more information on Westonbirt, please visit: www.westonbirt.org

OVERVIEW

To perform a variety of tasks associated with the maintenance of a safe, clean and hygienic environment based within a School.

Key duties will include cleaning toilets, showers, bathrooms, the vacuuming, dusting, sweeping and mopping of floors, corridors and rooms.

HOURS, SALARY & BENEFITS

Hours: 25 hours per week between the hours of 7am and 5pm, 5 days out of 7 . Year round position, but term time will also be considered.

Salary: £12.60 per hour.

Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Paid holiday (pro rota) + bank holidays
- Access to the group's counselling scheme
- Discretionary Christmas stand down
- Personal accident at work cover
- On site parking

HOW TO APPLY

To apply for the role, please use The Group's application form, which can be found on the Westonbirt Vacancies page, [link here](#).

For a conversation about the role, or if you need an adjustments for the application or interview process, contact **Michelle Andrews**.

HR@wishford.co.uk

RESPONSIBILITIES

- To ensure the highest level of cleanliness is maintained throughout the schools on a daily basis.
- To ensure standards and procedures are adhered to.
- To use cleaning material appropriately, as instructed and economically. To order replenishments on scheduled day.
- To ensure that tools and equipment are in good working order, reporting any faults to Line Manager.
- Ensure that waste is correctly disposed of into the designated areas, i.e. general waste and recycling.
- Where practical ensure that windows are closed, lights are switched off and doors are locked when you finish.
- To report health and safety issues to your line manager, including all accidents and near misses
- To promote good safety habits and methods of work
- To ensure all cleaning materials are used in line with COSHH safety standards
- To maintain a clean, safe and hygienic work area at all times.
- To be aware of their responsibilities for Health and Safety of themselves and others.
- To undertake any training relevant to your role.

PERSON SPECIFICATION

- Be polite, professional and friendly at all times with pupils and colleagues.
- Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required.
- Be flexible, reliable, punctual and trustworthy.
- To have the ability to manage their own time effectively and to prioritise work.

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.