



**INFORMATION FOR APPLICANTS FOR THE POSITION OF
PART TIME CLEANING & CATERING STAFF
TERM TIME ONLY, TEMPORARY/FIXED TERM CONTRACT**

Horris Hill School is one of the UK's leading all-boys boarding and day independent preparatory school for approximately 130 boys aged 4 to 13.

Location

The school is set in 75 acres of beautiful Berkshire common land just south of Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for 130 years.

Facilities

The School is a blend of older buildings dating from 1888 and modern facilities. This summer the school is opening a new, state of the art theatre, in which we aim to set new standards in prep school drama.

The focus over the past 5 years has been on refurbishing older school buildings with new roofing and double glazing as well as improvements to the boarding houses and their facilities and an up-to-date Health Centre.

Pastoral care

The School has an outstanding reputation for the care of each individual and is renowned for its nurturing ethos, an approach that underpins the success that boys show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful boys.

Co-curricular activities

Like many other independent schools we offer a full range of activities after school and at weekends for the boarders with off-site trips and in-house fun.

Destination of leavers

About 25 boys leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne.

Horris Hill School
Newtown, Newbury
Berkshire RG20 9DJ

Phone: 01635 30323
E-mail: hr@horrishill.com

The Role

We are looking for temporary staff to help out in our Catering and Cleaning teams.

The job descriptions below contain an outline of the typical functions of the job but may not be an exhaustive list of all possible job responsibilities, tasks, and duties.

Job Description

- Cleaning Duties
 - To clean classrooms, common rooms, dormitories, bathrooms, changing rooms, landings, corridors, science and design technology laboratories, the Music School, Sports Hall, Health Centre, Chapel, Theatre and residential staff houses according to the cleaning roster.
 - Cleaning includes, mopping, brushing, dusting, polishing, vacuuming, and operating the buffing machines and Rotowash machine.
 - To refill towel and toilet roll dispensers.
 - To remove rubbish to the general waste bins or paper and cardboard recycling areas as directed.

- Catering Duties
 - To prepare/set up the Dining Room for meal times and to prepare and supervise the Breakfast/Lunch/Supper service.
 - Basic food prep such as preparation of vegetables.
 - General washing up, to include use of the industrial dishwasher and pot washing by hand.
 - Sweeping and mopping floors and keeping the 'cocoa passage' tidy.
 - Serving snacks to staff and pupils at pre-arranged times.
 - To provide match teas as required.
 - To provide occasional additional catering for governor meetings, headmaster and parents events and other seasonal functions, as directed by the Head Chef.
 - To operate kitchen machinery effectively and safely.
 - To clear and clean the Dining Room after meal times.

- Responsibilities
 - To work as a team with the other members of the housekeeping or catering staff, sometimes on your own according to the roster, and to have a professional and flexible approach to work.
 - To ensure that all duties are carried out to the highest standards possible and that the highest standards of cleanliness are maintained.
 - To ensure health and safety, hygiene and food safety regulations are followed.
 - To report equipment faults to the Cleaning Supervisor/Chef and any maintenance issues to the maintenance team as and when necessary.
 - To attend training sessions as required – full training in both roles will be given.

- Hours of Work
 - We have various shifts and days available on a temporary / fixed term basis during term time – please call Debbie Power on 01635 30323 to discuss.
 - Term time includes 3 working days before and after each full term. Term starts on the day boys return to school even when this is in the evening.

- Remuneration
 - The basic hourly rate for the post is in the range £8.73 - £8.81 per hour. Salary is paid monthly in arrears.
 - Free parking, uniform, training and development are all provided.

- Line Management
 - Your immediate line manager will be the Cleaning Supervisor or the Head Chef, with the Headmaster's Wife as your senior line manager.
- Safeguarding
 - Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.

Person Specification

- Good communication skills, approachable and with the ability to work as a member of a team.
- Self-motivated, hardworking and reliable with a good punctuality and attendance record.
- Flexible and professional approach with enthusiasm, energy and commitment.
- Committed to maintaining high standards of Health, Safety and Security.
- Committed to safeguarding and promoting the welfare of children.

Conditions of Service

The post is temporary/fixed term contract, term time only and salary includes pro-rata holiday pay.

The employment will be subject to a probationary period of 6 months during which time either the employee or the School may terminate the employment by giving not less than one month's notice.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the School's Safer Recruitment Policy on the school website for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

If you require any further information or would like to discuss any aspects of this vacancy please don't hesitate to contact Debbie Power, Assistant Bursar on 01635 30323 or email asstbursar@horrishill.com