



FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT

Saturday House Cleaner Term time

Tonbridge School is one of the leading boys' boarding and day schools in the country and is highly respected, both here and internationally, for providing a world class education.

The School occupies an extensive site of 150 acres in the town of Tonbridge, in West Kent – just a 40-minute train journey from London Charing Cross. The town is frequently ranked within the top 20 “best places to live” in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, safety, green spaces and life expectancy. The School is positioned at the top of the High Street, with our campus surrounded by outstandingly beautiful Kent countryside.

At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves, while being mindful of the needs and views of others. Exam results at GCSE and A-level are simply outstanding, and each year our boys progress to leading universities in the UK and worldwide. Our dedicated staff are at the heart of our success.

We have developed a strong culture of community, collaboration and best practice, with our staff encouraged to participate fully in the life of the School and to enjoy the range of first-class facilities we offer. In the words of the great novelist and Old Tonbridgian, E.M. Forster: ‘Only Connect’.



JOB DESCRIPTION

JobTitle: Saturday House Cleaner

Reporting to: House Matron (Boarding Houses) and the Domestic Services Manager (Cleaning)

Main Purpose: To undertake cleaning duties within boarding, day or senior student accommodation in order to maintain a high standard of cleanliness and presentation in all areas of the house.

MAIN DUTIES

- To clean designated areas including bathrooms and toilets to a high standard; cleaning, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting as required.
- To tidy rooms and communal areas.
- To clean hard and carpeted flooring using appropriate specialist cleaning equipment.
- To clean the building exterior (porch area, entrance stairs, house sign).
- To correctly use all cleaning products and follow the appropriate COSHH instructions (training will be given).
- To follow Health & Safety procedures and safe working practices, appropriate to the task in hand.
- To assist with or organise the weekly laundry collection/delivery as appropriate (boarding and senior student houses only).
- To report any maintenance issues.
- To attend any appropriate training courses.
- To cover for colleagues who may be absent.
- To restock cleaning materials as required.
- To undertake any other duties as may be reasonably required.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of 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 he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

SKILLS and ABILITIES

- Previous cleaning experience would be an advantage.
- Organised and methodical, thorough and with attention to detail.
- A team player with the ability to work on own initiative and without supervision.
- Positive and flexible approach to working.
- Punctual, reliable, honest and trustworthy.
- Literate and numerate.
- Ability to communicate with all personnel in the school environment.
- Appreciation of working in a school environment.

HOURS OF WORK

House cleaning on Saturdays is typically 9.00am to 12.00pm or 9.00am to 1.00pm.

REMUNERATION AND BENEFITS

£11.44 per hour plus holiday pay with increase in September 24.

Generous benefits package including:

- Pension scheme
- 20 days' annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

SUBMITTING AN APPLICATION

All CVs, applications and questions should be sent to hrdept@tonbridge-school.org

Full details and an application pack may be found on Tonbridge School's website at:

<https://www.tonbridge-school.co.uk/jobs>

Closing date for applications: Friday 13 September at 12.00noon

Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date. The School reserves the right to withdraw the vacancy if an early appointment is made.

**TONBRIDGE
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Tonbridge School
High Street
Tonbridge
Kent TN9 1JP
+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press