

# KINGHAM HILL SCHOOL



SHMIS, BSA, GBA  
250+ pupils aged 11-18  
Co-educational, Boarding & Day

## **CARETAKER/HOUSEKEEPER**

25 hrs per week  
Mon-Fri (5am – 10am)

Previous cleaning experience preferred but not essential as full training will be provided. Excellent working conditions, including 24 days holiday plus Bank Holidays, stakeholder pension, access to leisure facilities and free meals whilst on duty. Offers are subject to successful enhanced CRB check & satisfactory references

Further information including Job Description and Application Form can be found on our website:

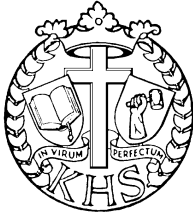
[www.kingham-hill.oxon.sch.uk](http://www.kingham-hill.oxon.sch.uk)

Or contact:

**Mrs. Cheryl Thomas**  
Head Housekeeper  
Kingham Hill School, Kingham,  
Chipping Norton OX7 6TH  
Tel: 01608 731844

E-mail: [c.thomas@kingham-hill.oxon.sch.uk](mailto:c.thomas@kingham-hill.oxon.sch.uk)

**Closing date for applications: 17th March 2010**



# KINGHAM HILL SCHOOL

## Job Description

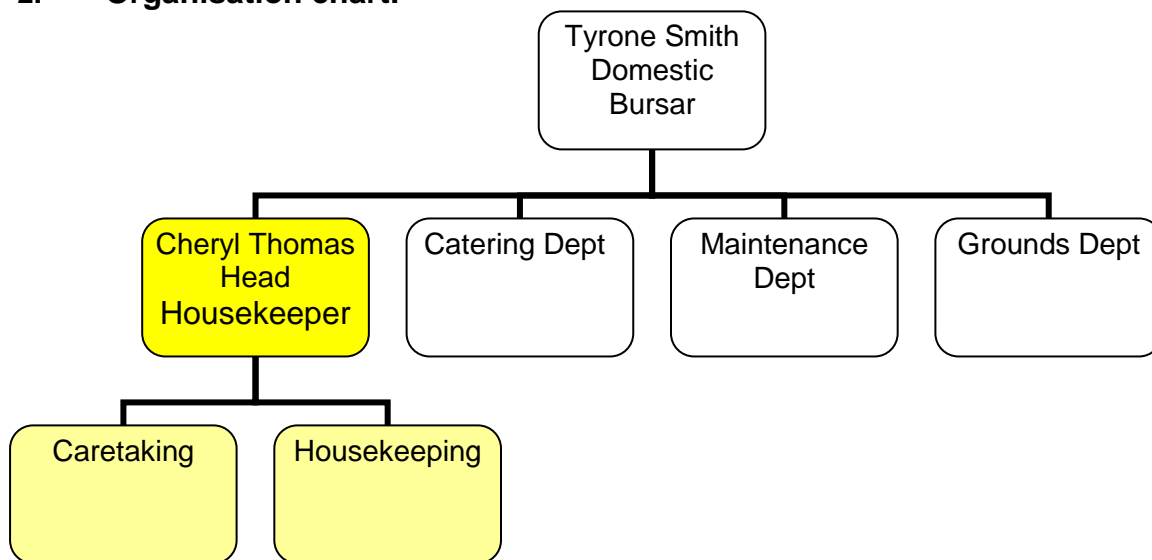
**Job Title:** Caretaker/Housekeeper (25 hrs per week Monday – Friday)  
**Reports to:** Head Housekeeper  
**Location:** Kingham Hill School  
**Date:** March 2010

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### 1. Purpose of job:

To ensure that the cleaning of specific areas as listed is carried out to the standard required by Kingham Hill School in line with safety and best practice requirements.

### 2. Organisation chart:



### 3. Principal accountabilities:

- a. To clean on a daily basis all wet areas within the Day house and Upper 6th Boys i.e. washrooms, showers, toilets, kitchen etc to the standard required and to complete daily checklists in support of cleaning manual. Flexibility is required to fit in with the school timetable;

- b. To clean as required all other areas with the Day house and Upper 6th Boys i.e. Common Rooms, Class Room, Day Lounges and Locker Rooms to the standard required and to complete daily checklists in support of cleaning manual. Flexibility is required to fit in with the school timetable;
- c. To remove all rubbish on a daily basis with particular attention to recycling where possible;
- d. To sweep/mop/vacuum all floors and mats on a daily basis as required;
- e. To wipe down furniture, doors, walls, window sills and pipe work as needed;
- f. To ensure all statutory checks are made and recorded i.e. Fire log books, flushing through of low use water outlets & De-scaling of shower heads etc;
- g. To regularly take down and clean light fittings;
- h. Clean insides of windows and window frames as required;
- i. To check on a twice weekly basis any laundry items sent out are returned as per laundry list and stored correctly in the utility room. Any discrepancies are reported immediately to the head Housekeeper;
- j. Reporting on a daily basis to the Head Housekeeper any breakages or damages;
- k. To carry out general repairs within your own capabilities i.e. touching up/painting walls and or woodwork, screws from chairs, changing light bulbs etc;
- l. To report on a daily basis any maintenance requirements that are beyond your capabilities;
- m. On a monthly basis to complete a stores order of items required for use by the house or housekeeper checking against stock kept;
- n. Use of access equipment to carry out high level cleaning and maintenance;
- o. During term time to check on a regular basis i.e. weekly, all dorms particularly for any damage and/or state of each room reporting anything out of the ordinary to the Head Housekeeper;
- p. Adherence to all Health and Safety arrangements and generation/review of Risk Assessments;
- q. During school holiday periods a complete deep clean of all areas is expected including washing down of walls, paintwork etc as necessary;
- r. On occasion such as busy periods, holidays and or staff sickness, you will be asked to help out in other areas around the school;
- s. Any other reasonable request made by the Head of Department.

**4. Knowledge, experience, skills and personal attributes required for acceptable job performance:**

- a. Committed to serving the various needs of the students, staff, Governors and Trustees;
- b. Self-starter and able to use initiative;
- c. To be fully supportive of the School's Christian ethos;
- d. Dedicated and committed with an eye for detail;
- e. Hard working with a good sense of humour;
- f. To work well within a team and be a pro active and flexible team member.

**5. Requirements of the Nominee:**

- a. The nominee is to be entitled to employment within the EU or will be, following a successful application;

- b. The nominee, if not already employed by the School, will be subject to an Enhanced UK Criminal Records Bureau check prior to their permanent employment being confirmed. This is a statutory child protection requirement;
- c. The nominee will be required, if not currently employed by the School, to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;
- d. The nominee, if not currently employed by the School, must offer a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor if requested.

**6. Remuneration Package:**

- a. The base salary for the post will be commensurate with the skills and experience of the successful candidate;
- b. The post holder, if not already employed by the School, will be entitled to join the School's Stakeholder Pension Scheme after three month's employment;
- c. Holidays will be 24 working days plus public holidays.

**7. All staff are required to acknowledge:**

The responsibility that all Kingham Hill Staff have towards the safeguarding of our student's welfare cannot be divorced from any job role at the School.

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. 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 s/he must report any concerns to the school's child protection officer or to the Deputy Head.

**Agreed Job Description**

\_\_\_\_\_ **Job Holder (Signature)**

\_\_\_\_\_ **For the School (Signature)**

\_\_\_\_\_ **Date**