



**KINGHAM HILL
SCHOOL**



Society of Heads, BSA
320+ students aged 11-18
Co-educational, boarding and day school

Kingham Hill School is a small independent boarding School, with a distinctive Christian ethos, set in the heart of the glorious Cotswold countryside. We now have the following vacancy:

HOUSEKEEPER

20 hours per week
Mon-Fri 8.30am – 12.30pm
(or 9am to 1pm)

Previous cleaning experience not essential as full training will be provided. Excellent working conditions, including 25 days holidays plus Bank Holidays, use of leisure facilities, contributory pension and free meals whilst on duty.

To commence as soon as possible

For further information including Job Description and Application Form contact:

Mrs Lidia Pocock, Head of Estate Management

Kingham Hill School, Kingham, Chipping Norton OX7 6TH Tel: 01608 731844

E-mail: l.pocock@kinghamhill.org

or visit our website: www.kinghamhill.org.uk

Applications will not be considered without a completed application form.

Charity No. 1076618

Kingham Hill School 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 and the Disclosure & Barring Service.



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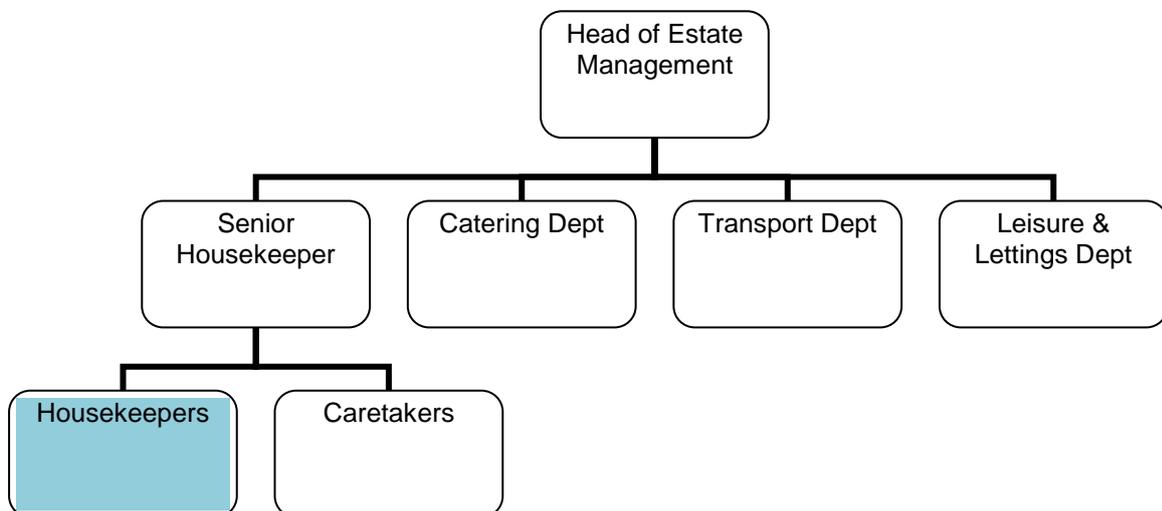
Job Description

Job Title: Housekeeper 20 hrs per week, Mon – Fri
Reports to: Senior Housekeeper (& Head of Estate Management)
Location: Kingham Hill School
Date: September 2018

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 a boarding house i.e. showers, toilets, kitchens etc to the standard required and to complete daily checklists in support of cleaning manual.
- b. To clean as required public areas within a boarding house i.e. TV lounge, games room etc to the standard required and to complete daily checklists in support of cleaning manual.
- c. To remove all rubbish on a daily basis with particular attention to recycling where possible;
- d. To sweep/mop/vacuum floors and mats on a daily basis as required;

- e. To check on a daily basis and replenish if necessary all toilet roll, soap and paper towel dispensers;
- f. To wipe down furniture, doors, walls, window sills and pipe work etc as needed;
- g. To ensure all statutory checks are made and recorded i.e. flushing through of low use water outlets, de-scaling of shower heads & Kettles, weekly checking of all house vacuum cleaners etc and to complete weekly checklists in support of this;
- h. To check on a daily basis for student washing required to be done and liaise with Deputy or houseparent if 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 linen room. Any discrepancies are reported immediately to the Senior Housekeeper;
- j. Clean insides of windows and window frames as required;
- k. To report on a daily basis any maintenance requirements on a maintenance report;
- l. To report on a daily basis to the Head Housekeeper any breakages or damage within the house;
- m. During term time to check on a regular basis i.e. weekly, all dorms particularly for damage and/or state of each room reporting anything to the Head Housekeeper;
- n. On a monthly basis to complete a stores order for items required for use by the housekeeper/house checking against stock kept;
- o. During letting periods i.e. Easter, summer and some half terms all cleaning as above has to be carried out with the addition of emptying all dorms rubbish, vacuuming dorms and changing/making up of all beds as required;
- p. During school holiday periods a complete deep cleaning of all areas is expected including dorms to wash-down walls, paintwork and cleaning windows etc where necessary.
- q. During school holidays all mattress, pillow protectors and shower curtains should be removed and washed.
- r. Adherence to all Health and Safety arrangements and review of Risk Assessments;
- s. On occasions such as busy periods, holidays or staff sickness, you will be asked to help out in other areas around the school;
- t. To attend any meetings as requested by the Head of Department;
- u. Any other reasonable request made by the Head of Estate Management/Senior Housekeeper.

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

- a. Able to work with little supervision and maintain a high level of performance
- b. Experience working in a customer focussed role
- c. Prioritization and time management skills
- d. To be a reliable and flexible member of the Support Team;
- e. Ability to read instruction and complete check sheets
- f. To be fully supportive of the School's Christian ethos.
- g. Be flexible to work agreed weekends and bank holidays

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 check by the Disclosure & Barring Service 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 competitive 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 Contributory Pension Scheme;
- c. Holidays will be 25 working days plus public holidays.

7. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils' welfare regardless of their role at the School.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, 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 Designated Safeguarding Lead.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**