



LAMBROOK

**DOMESTIC ASSISTANT
CLEANING/HANDYPERSON**

Required as soon as possible

The closing date for applications is Friday 29th May, 9.00am

Should we appoint before the closing date, we reserve the right to close the position early.



CANDIDATE SEARCH

Lambrook seeks an enthusiastic and committed Cleaning/Handyperson to join our friendly Domestic team which is overseen by the Domestic Manager.

KEY RESPONSIBILITIES

To carry out any combination of cleaning duties to maintain the School's high standard of cleanliness and order.

- Cleaning rooms, public areas and hallways.
- Removing waste paper and other litter from classrooms and offices.
- Vacuuming public areas, offices, bedrooms and dormitories.
- Emptying of waste in rooms and dormitories.
- Fill and replenish toilet tissue, soaps etc. to the required standards.
- Clean all equipment used such as vacuum cleaners to ensure in good working order.
- Carry out daily/weekly cleaning tasks as directed through the cleaning schedules.
- Assist in the preparation of the School for special events and associated cleaning tasks required after.
- To undertake any other duties as appropriate to the nature of the post.

During the school holiday periods, a number of other tasks will be allocated including,

- Cleaning exterior ground floor windows, ledges and sills.
- Cleaning gullies etc around the site, removing grates and removing silt etc.
- Jet washing exterior areas.
- Removing chewing gum marks where possible.
- Sweeping steps/paths.
- Emptying bins around site.
- Cleaning the sports hall.

This is a description of the main duties and responsibilities of the post and as such is not intended to be exhaustive. The job description will be reviewed periodically and changed, with prior consultation, from time to time.

Staff are required to,

- Ensure that the School's procedures are fully complied with.
- Complete all required documentation and comply with the School Policies and Procedures.
- Conduct yourself at all times in a professional way that is acceptable to your work colleagues, other School staff and the pupils.
- Complete any training considered necessary to ensure that the departmental standard operating procedures can be performed safely, efficiently and effectively.
- Employees must be aware of the responsibilities placed on them under the most recent Health and Safety at Work Act and ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.
- Ensure confidentiality for any information obtained relating to staff, parents, pupils and the School.

PERSON SPECIFICATION

- Previous experience of working in a similar Housekeeping environment an advantage.
- Ability to work on own initiative.
- Good communication skills.
- Good attention to detail and pride in their performance.
- Self-motivated.
- Willingness to work and support as a team.

HOURS AND BENEFITS

Term Time Hours

- Twice daily, Monday to Friday, 6.00am to 9.00am and 4.30pm to 7.30pm (or 5.00pm to 8.00pm).
- Approximately 2 hours overtime on Saturday mornings during term time when school is in session.

Holiday Hours

- Monday to Friday 7.00am to 11.00am
- Flexible option possible—must be agreed with the Domestic Manager

20 days holidays (which must be taken during the school holiday periods), plus bank/public holidays.

Uniform supplied.

Contributory Pension Scheme available.



THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme.

Applications can only be accepted from candidates completing the School's Application Form in full. This can be emailed to HR@lambrookschool.co.uk / handed in at the School Office or posted addressed to the HR Manager.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

