



## Cleaner

### Job Description

**Reporting Line:** The Cleaner will report to the Housekeeper.

#### **The School**

Twyford is a long-established, progressive, and forward-thinking prep school in the village of Twyford on the outskirts of Winchester. The School is Independent, co-educational, has over 400 pupils between the ages of 2 – 13, and offers boarding for the older children on our 25-acre site. The School employs approximately 112 staff. Further details of the School may be seen on the web site at [www.twyfordschool.com](http://www.twyfordschool.com)

**Core Hours:** During term time, you will be required to work 9am to 1pm, Monday to Friday and 3 hours on Saturday plus a small degree of flexibility. In addition, you will be required to work 5 inset days a year.

**Hourly Rate:** £9.50 per hour (National Minimum Wage)

**Paid Holiday:** 5.6 weeks (pro-rata for part time members of staff)

**Start Date:** As soon as possible

**Reporting Line:** The Cleaner will report to the Housekeeper.

**Further Details:** For an application form and further details, please email the HR Manager [hr@twyfordschool.com](mailto:hr@twyfordschool.com)

#### **DUTIES AND RESPONSIBILITIES**

To support the Housekeeper and Boarding Staff by providing a top-cleaning service. Occasionally, the role will assist other parts of the School too.

##### **Cleaning**

- Dusting, polishing, vacuuming, and mopping surfaces and floors within the Boarding House – individual rooms and common areas
- Cleaning bathroom and shower areas
- Provide a deep clean of all boarding areas prior to the beginning of each of each term
- Provide ad-hoc cleaning as and when required around the School site

##### **General**

- To take part in any training programmes as identified by the School.

##### **All staff are expected to:**

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.

- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Head or Bursar.

### **Hours of Work**

9am to 1pm, Monday to Friday during term time plus inset days. The School is considering letting its boarding facilities outside of normal term time which will be paid as overtime, therefore flexibility to cover these hours is required.

**Note: This job description will be reviewed annually.**