



**HORRIS HILL
SCHOOL**

**Evening/Early Morning Cleaner
Year-Round**

Job Title:	Cleaner
Reporting To:	Head of Cleaning
Working Hours:	10 hours per week, Monday to Friday, all year round 05:30-07:30 or 18:30-20:30
Benefits:	25 days holiday per annum plus bank holidays, lunch provided during term time
Salary:	From £12.00 p/h

As part of a small team in a busy prep school we are looking for an enthusiastic, hardworking and friendly person with high standards and a sense of humour to join our Cleaning team. 10 hours per week Monday to Friday 18:30 to 20:30, we can be flexible regarding the hours worked and this can be discussed at interview. Full training will be provided.

Main Duties and Responsibilities:

As part of a small team in a busy prep school we are looking for an enthusiastic, hardworking and friendly person with high standards and a sense of humour to join our Cleaning team. 30 hours per week Monday to Friday, 7:00 – 13:00 or similar - we can be flexible regarding the hours worked and this can be discussed at interview. Full training will be provided.

- You will be required to clean classrooms, along with the toilets and kitchen area in order to maintain the high standard of cleanliness
- Training provided in use of floor machine
- Indoor Window Cleaning
- Deep cleans during school holidays
- You will be required to follow the School's Health and Safety and Safeguarding Policies

Person Specification

- A positive, can do attitude
- A willingness to learn and absorb information
- A high attention to detail
- Polite, courteous and friendly to all members of the team, Parents and children
- Must be a dependable and flexible team player

- Reliability and trustworthiness
- Able to use initiative, show flexibility and be adaptable

Further Information

If you require any further information please don't hesitate to contact the school office on 01635 40594 or email Carol Ford, Head Cleaner, Carol_Ford@horrishill.com.

About Horris Hill School

Horris Hill School is one of the UK's leading boarding and day independent preparatory schools for approximately 120 pupils aged 4 to 13. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of the country's top senior schools. It is an exciting time of change and growth for the school. In September 2022 our beautiful 50 week Nursery opened, and we opened our doors to Girls in the Lower School. In September 2023, we welcomed our first cohort of girls in the Upper School, as well as opening a girls Boarding House.

Appointments

The school is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the school's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies. You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Please submit applications to bursar@horrishill.com

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.