



# LORENDEN

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**Casual Work Cleaning Team Member Vacancy**  
**0 hour contract, casual work**  
**Permanent from 02 September 2019 (or sooner)**

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## **Introduction**

Lorenden Prep School is a small school of approximately 115 pupils, ages 3-11, with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. In 2018 Lorenden celebrated its 25th anniversary and was awarded the highest grades of 'Excellent' in all categories in its ISI inspection in November. The Head is a member of IAPS and Lorenden is an acquired school in the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for people to make up our bank of staff covering for Cleaning Team Member absence. You will be self-motivated and will take pride in working to exemplary standards and will be flexible and understanding that you may receive work at short notice. You will be a team player and flexible in your approach, and will be open to training and supervision from the Cleaning Supervisor.

Cleaning tasks will include hoovering, cleaning, dusting, polishing, emptying bins and operating machinery for floors.

You will take safeguarding and Health and Safety responsibilities seriously.

You will love to be in our environment and will be friendly with parents and pupils that you may meet. You will find the school staff team you will be part of to be warm and friendly.

## **Scope**

The role is offered on a 0 hours contract to cover for Cleaning Team Members absence primarily.

The role is permanent, subject to a probationary period.

The role is for 3 hours per day, Monday to Friday.

It is anticipated the role will be undertaken during evening hours each week day, but we are keen to hear from people who can offer other times too, including early mornings so we can find the working hours that best suit the cleaning team.

The role reports to the Cleaning Supervisor, and through this person, ultimately to the Site Manager, Bursar and the Head.

Relevant whole school INSET days are expected to be attended.

The **living** wage is paid.

A comprehensive induction will be given.

### **Job Description**

- To ensure that your general and periodic cleaning tasks, specified on the school schedule and as required by the Cleaning Supervisor are carried out to a high standard;
- Ensure that all work carried out is done so in a safe manner and in accordance with regular Health and Safety Regulations;
- Ensure all materials and equipment are stored safely in accordance with Health and Safety Regulations;
- To undertake training as required;
- To report to and keep in communication with the Cleaning Supervisor;
- Use the log book to communicate as appropriate;
- Complete weekly timesheets and submit to the Cleaning Supervisor;
- Ensure the Cleaning Supervisor is aware of stock requiring replacements in a timely fashion;
- To ensure that the equipment is cleaned at the end of each shift and that all storerooms are maintained in a tidy, safe and hygienic condition;
- Wear protective clothing and uniform as issued or required;
- Report any accidents, incidents, defects or health and safety issues to the Cleaning Supervisor in a timely manner;
- Maintain a professional relationship with parents you meet;
- Ensure familiarity with key school policies, including 'Safeguarding' and 'Health and Safety' and ensure school policies are followed at all times;
- Be aware of Fire Safety regulations;
- Undertake regular safeguarding and other mandatory training as directed.
- Participate in Staff Development through Appraisal and Supervision meetings;
- Undertake deep cleans during the school holidays

### **Person Specification**

Cleaning experience

Flexible and able to work at short notice if required;

Basic numeracy and literacy

The ability to work productively as part of a team;

Able to work using own initiative;

Self-motivated and able to work unsupervised to the highest standard;

An eye for detail;

Able to maintain high standards;

Flexible and adaptable to situations;

Organised;

Kind and honest;

Confident; Resilient;

Reliable;

Committed and willing to go the extra mile;

Willing to learn and improve own practice;

Friendly and approachable to colleagues, parents and pupils;

Rigorous understanding of safeguarding procedures and best practice (safeguarding training will be given)

Ability to get to our location reliably

## Dates and Deadlines

Deadline for Applications: Monday 01 July 2019 (midday)

*References will be sought for short-listed candidates prior to the interview date.*

*The start date for the role can be sooner, depending on the availability of the successful applicants.*

Interview Date: Monday 08 July 2019

***Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.***

***Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.***