



## Job Description - Twilight Cleaner

Department: Housekeeping

Reports to: Housekeeping Manager & Housekeeping Supervisor

### Background

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid-Sussex with around 400 employees and a turnover of some £20 million pa. It is both a stimulating and a pleasant place to work.

The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Preparatory School, and Pre Prep with just over 1,100 pupils in all. Over half the pupils in the Senior School are boarders (weekly or part-time).

### Role Summary

The primary role of this post is to provide, under the direction of the Housekeeping Manager or Housekeeping Supervisor and individually or as part of a team, to undertake the cleaning of designated areas within educational premises to ensure that they are kept in a clean and hygienic manner.

### Principal Responsibilities

These include but are not limited to;

1. To wash
2. To sweep
3. To Hoover
4. To empty all litter bin(s)
5. To polish and dust designated areas (which may include kitchen, toilets and shower areas), and fixture and fittings, using where appropriate, powered equipment
6. To clean windows inside and out
7. To attend meetings and training courses, as requested & required
8. To help with movement of items of furniture, adhering to The Health and Safety at Work Act
9. To undertake any duties which may vary between term and closure periods
10. To report repairs to the Housekeeping Manager/ Supervisor
11. To ensure all duties are carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and company instruments and regulations and other legal requirements
12. To perform other such duties as may be reasonably requested by the Housekeeping Manager or management of the College.

## Person Specification

Criteria	Essential/ Desirable	How Assessed
<b>Qualifications</b>		
Have a good level of literacy and numeracy	Desirable	Certificates
<b>Experience</b>		
Working in a cleaning role to a high standard	Essential	Application Form / Interview
Working in a school or college	Desirable	
Cleaning in a work environment	Desirable	
<b>Knowledge &amp; Understanding</b>		
Knowledge of Health and Safety regulations; manual handling and the practical impact of this on a cleaning role	Desirable	Application Form / Interview
<b>Skills and Competencies</b>		
Ability to follow a cleaning schedule and work to a timed schedule	Essential	Application Form / Interview
Ability to achieve standards to performance criteria	Essential	
Good level of oral and written communication skills	Essential	
Ability to communicate effectively with a diverse range of people of all ages and at all levels	Essential	
Good interpersonal skills	Essential	
Thorough with meticulous attention to detail	Essential	
<b>Attributes</b>		
Ability to work in a way that promotes the safety and wellbeing of children and young people	Essential	Interview
Flexible approach to duties undertaken and working hours	Essential	
The ability to work as part of a team and on own initiative	Essential	
Empathy with the independent school sector	Essential	
Self-motivated with the ability to work under pressure at times	Essential	
Appreciation of the necessity to maintain complete confidentiality at all times	Essential	
Well organised with good time management	Essential	
Positive approach to learning in role and identifying own training needs, as appropriate	Essential	
Enthusiastic, hard working and with the ability to foresee what needs doing	Essential	
<b>Other Requirements</b>		
Satisfactorily meeting the College's employment checks – Disclosure & Barring Service, health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances

## **Terms and Conditions of appointment**

The appointment will be confirmed following six months' satisfactory service.

This job description is current at the date shown below. It may be subject to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

<b>Working hours:</b>	<p>Normal working hours are 25 hours per week, from 6pm to 11pm, Sunday to Thursday all year round. There is a requirement to work occasional additional hours when necessary.</p> <p>You will be required to work up to 10 Saturdays each academic year at the discretion of the College. For full time staff these Saturdays will be paid at time and a half.</p>
<b>Salary:</b>	<p>The starting salary is £12,912 per annum (£9.90 per hour). Salaries are reviewed annually.</p>
<b>Holiday entitlement:</b>	<p>30 days holiday per annum (inclusive of Public &amp; Bank Holidays and 2 days given over the Christmas/ New Year period when the College is closed) increasing to 35 days after 5 years completed service.</p>
<b>Additional benefits:</b>	<p>Membership of the College's contributory pension scheme with The Pensions Trust.</p> <p>Child care vouchers and BUPA private medical scheme which employees can subscribe to. Use of College facilities- Library, gym and swimming pool.</p>

Applications will be considered as they are received.

To apply for this position, please send an application form, your curriculum vitae and a covering letter explaining why you think you are suitable for this role and how you meet the person specification to:

Human Resources  
Hurstpierpoint College  
Hassocks  
West Sussex  
BN6 9JS

Or e-mail: [jobs@hppc.co.uk](mailto:jobs@hppc.co.uk)

**December 2020**