



FARLEIGH

Domestic Cleaner

Candidate Information Pack

15 hours per week

Term time plus 9 days in school holidays

Starting - as early as possible



Head's Welcome

Welcome from Fr Simon Everson, Headmaster.

Thank you very much for your interest in the position of part time Domestic Cleaner at Farleigh School.

Farleigh has grown into a school of which we are very proud, with over 460 boys and girls, aged 3 to 13, boarding and day. We are a leading Catholic prep school which welcomes all faiths, or none. Farleigh is a wonderful environment in which to work, combining excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

We are aspirational in seeking the very best for the young people in our care and pupils go on to a wide range of leading senior schools. We enjoy their company and prepare them for an exciting future, encouraging them to have a warmth, depth of knowledge and sense of purpose that will serve them well in the years to come.

We work with a team of skilled and dedicated staff, each member playing a key role in the running of the School and in creating a warm, friendly and welcoming atmosphere for pupils and parents. We are also extremely fortunate to have an incredibly loyal parent body who support and work with us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of part time Domestic Cleaner. If you would like an informal discussion about the position, please call Nikki Lloyd, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Domestic Cleaner

We are looking to recruit an enthusiastic, friendly and reliable Cleaner to join our friendly and hard working Domestic team, to ensure that the school is properly cleaned and presentable at all times.

Responsibilities include:

- to work as part of an overall team of cleaners, working within the confines of the school, and swimming pool to ensure all areas are cleaned on a daily/weekly basis;
- to contribute to a healthy and pleasing school environment for all pupils and staff, through high quality and thorough cleaning work;
- to keep a critical eye on each area maintaining a dust free, cobweb free, clean environment for children and staff;
- to assist the Domestics Manager in ensuring that the school is in compliance with all statutory requirements relevant to cleaning processes

This is a part time position working 15 hours per week, Monday to Friday during the 34 weeks of term plus 9 days during the school holidays and can be worked either between:

- 5am and 8am;
- 5.30am to 8.30am;
- 5.30pm to 8.30pm or
- 6pm to 9pm.

Job Description: Domestic Cleaner

Responsible to: Domestic Manager

Purpose of the Job: To ensure the school is properly cleaned and presentable at all times and being flexible to the changing requirements of the school, under the direction of the Domestic Manager.

Particular Duties:

- to work as part of an overall team of cleaners, working within the confines of the school, and swimming pool to ensure all areas are cleaned on a daily/weekly basis;
- to contribute to a healthy and pleasing school environment for all pupils and staff, through high quality and thorough cleaning work;
- to keep a critical eye on each area maintaining a dust free, cobweb free, clean environment for children and staff;
- to assist the Domestic Manager in ensuring that the school is in compliance with all statutory requirements relevant to cleaning processes;
- to ensure that each area is cleaned to a high standard throughout, reporting any damage of furnishings, fabrics, and maintenance to the Domestic Manager as soon as possible;
- to ensure all domestic equipment i.e. vacuums, carpet cleaners, broom sweepers etc. are always left clean and tidy for use by others;
- to comply with necessary health and safety instructions in using and storing materials around the school and to ensure all relevant Health and Safety legislation is adhered to;
- to maintain accurate, safe and cost-effective use of cleaning materials and chemicals used within the school;
- to ensure safe storage of such cleaning materials and chemicals;
- to attend training courses which relate to chemicals, use of apparatus etc., which are deemed necessary by the Domestic Manager;
- to maintain a happy, co-operative atmosphere with children and staff whilst conducting working duties;
- Be willing to uphold and support the Catholic ethos of the school;
- any other duties commensurate with the post.

The ideal candidate will demonstrate:

- Ability to work as part of a team and on own initiative;
- Previous experience in a similar position or demonstrates transferable skills and experience and a desire to learn;
- Self-motivating with the ability to multi-task;
- Good interpersonal skills;
- Excellent attention to detail and high professional standards.

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A part-time annual salary of either £7,391 per annum. Salary is paid monthly in 12 equal instalments
- Membership of our support staff pension scheme
- Membership of the support staff Life Assurance for 3 x annual salary
- Free school meals during working hours in term-time
- 5.6 weeks paid annual leave included within the annual salary
- Free car parking
- Free uniform
- Supportive colleagues and a team environment
- A beautiful setting in which to work
- Access to staff social events throughout the year

To apply for this position, please complete the support staff application form and return to Nikki Lloyd, the HR Manager at hr@farleighschool.com as soon as possible.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.