



**DULWICH PREP LONDON**

Values & Academic Excellence since 1885



# SCHOOL CLEANER

## CANDIDATE INFORMATION



# HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 130 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.

We are in the privileged position of having developed a specific pedagogy that enables critical thinking, encourages exploration and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, the broad and enriched education that we provide will enable our pupils beyond the expected and towards the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Louise Davidson".

Louise Davidson  
Head Master



# JOB DESCRIPTION

To assist, support, and take instruction from the Estate Team Supervisor regarding cleaning specified areas within school premises efficiently and effectively. This includes, but is not limited to, the Flexi-boarding house, sports hall changing rooms, sports pavilions and dining room. This role reports to the Facilities Supervisor.

## DUTIES AND RESPONSIBILITIES

### GENERAL DUTIES

- Ensure the cleanliness and tidiness of allocated areas for the use of pupils and staff.
- Assist with regular deep cleaning as required and with any special arrangements for the end-of-term cleaning.
- Reporting defects, damage or other concerns immediately to the Facilities Supervisor to ensure that they are dealt with promptly.
- Adhere to safe working practices and ensure that instructions given by the Facilities Supervisor are adhered to.
- Maintain a stock of cleaning materials and request replenishment via the Facilities Supervisor as required.
- Help maintain the cleanliness of the school when the school's Holiday Clubs are running on site.
- Responsible for supporting the unlocking the school, ready for the school day.

### SCHOOL PREMISES (INTERNAL)

- Cleaning of the Flexi-Boarding house. This includes the sleeping, communal, lavatories and washing areas.
- Washing, drying and replacing all bedding (as required).
- Cleaning, including responding to spillages, bodily fluids, overflows, blockages etc.
- Maintain the cleanliness of the sports hall, changing rooms and shower block.
- During school holiday periods, contribute to a programme of deep and high-level cleaning of specified areas, as directed by the Facilities Supervisor.
- Report and rectify (where appropriate) any faults, problems or damage to the school's buildings to the Facilities Supervisor promptly.

## SCHOOL PREMISES (EXTERNAL)

- Cleaning the pavilion buildings at Mary Datchelor, Grange Lane and Gallery Road Playing Fields. This includes the lavatories, changing rooms and communal areas.
- Maintain the appearance of each pavilion by conducting checks of the outside areas, removing any rubbish and empty bins, and liaising with Sports / Grounds teams as to items left out.
- During school holiday periods, contribute to a programme of deep and high-level cleaning of specified areas, as directed by the Facilities Supervisor.
- Report and rectify (where appropriate) any faults, problems or damage to the School's buildings to the Facilities Supervisor promptly.

## TRAINING AND DEVELOPMENT

- Participate in the Appraisal and Performance Review process.
- Undertake training when the need arises, either for statutory purposes or for the better fulfilment of this role.

## GENERAL REQUIREMENTS

- Promote and safeguard the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.

- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils, contractors and visitors.

## PERSONAL COMPETENCIES & QUALITIES

- Ability to prioritise and manage a varied workload.
- Team focused: shares knowledge and information with other members of staff to promote good practice.
- Co-operative, helpful and accommodating with other team members and staff.
- Follows instruction and focuses on what needs to be delivered: understands what is needed and responds promptly.
- Demonstrates a proactive, 'can do' attitude to all tasks. Shows a flexible approach, willing to adapt and respond to priorities.
- Welcomes challenges and meets them with enthusiasm including seeking out additional duties and uses own initiative.
- Good attention to detail and consistently strives to maintain a high standard of work.



## TERMS AND CONDITIONS

- Competitive salary of £25,065 per annum.
- Term Time Working Hours: 6.00am to 3.00pm Monday to Friday, with one hour's break during the day.
- School Holidays Working Hours 8.00am to 5.00pm Monday to Friday with one hour's break during the day (this can be adjusted to meet the school's needs).
- Holiday: 25 days annual holiday, plus bank and public holidays.
- Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.

## APPLICATION & INTERVIEW PROCESS

A completed Application Form and a covering letter explaining your suitability for this role should be emailed to [Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Friday 27 October 2023, 12.00pm
- Interviews: Monday 6 November 2023
- Start Date: ASAP

## APPOINTMENT

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the school.

- Verification of your medical fitness for the role and satisfactory completion of the probationary period.
- Any further checks which the school deems necessary if you have lived or worked outside of the UK which will include an overseas criminal records check or certificate of good conduct and may include professional references

## EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

