



King's Hall School  
TAUNTON



King's College  
TAUNTON

Appointment of  
**Cleaner Porter**

*Part of King's Schools Taunton Limited*

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# AN INTRODUCTION TO KING'S

King's College is a thriving boarding and day school of approximately 490 pupils. It combines strong academic achievement, traditional values and excellent pastoral care with a progressive, modern outlook, providing girls and boys aged 13–18 with the opportunities, confidence and ability to reach their full potential within a happy and caring environment.

King's Hall Prep School (located some three miles away) combines with King's College to provide a continuous education from 2-18. The two schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

Governed and run by King's Schools Taunton Limited, King's College and King's Hall have a number of staff who are based across both school sites, and are hence employed under King's Schools.

Both schools have a rich and welcoming family and community ethos. For a relatively small schools, we have an enviable record of success in all areas. King's College has regularly topped GCSE and A level league tables for Somerset.

Offering a broad range of co-curricular activities, both schools are renowned for their success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's is strong on manners and social skills and pupils go on to thrive at good universities and in their professional careers.

In short, we are purposeful, outward-looking, down-to-earth, friendly schools.

## ABOUT TAUNTON

Taunton is the county town of Somerset, in the South West of England. It is a busy market town with excellent road and rail links, located between junction 25 and 26 on the M5, 25 minutes north of Exeter and 35 minutes south of Bristol.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

The fast West Country train service reaches Paddington in under two hours.

In their everyday life around the school, our pupils show the confidence to succeed, and the determination to give of their very best.



## THE ROLE *Job Summary*

- To provide a first class cleaning service that assures cleanliness and hygiene standards and promotes a quality community environment.
- To provide and facilitate all porter and room set up requirements in a timely manner to ensure the efficient running of the School.
- To carry out and unlock duties as required and assure security where required.

## *Major Responsibilities*

- Clean specified areas of the school following the minimum cleaning standards specification, area specification as per rota or as required ensuring King's College standards of hygiene and cleanliness.
- Wash floors, surfaces, fixtures and fittings and walls.
- Sweeping, vacuuming floors, carpet shampooing, replacing floor seals polish and buffing.
- Polishing and dusting surfaces and furniture
- Cleaning toilets and shower areas
- Window cleaning as scheduled and required; inside and outside
- Replenish supplies as necessary, i.e. toilet rolls, soap, hand towels etc
- Replace dirty towels and tea towels with clean items
- Use cleaning materials as appropriate and according to their instructions for use (COSHH)
- Empty and wash bins and remove rubbish from the premises
- Undertake relevant non-routine cleaning as instructed by your supervisor
- Carry out heavy duty cleaning as required and as instruction out of term time
- Carry out porter duties as required example: collection and delivery heavy parcels, furniture/equipments, laundry, rubbish clearing. Room: set-ups for exams, debates, societies, Woodard dinners etc.
- Move furniture for houses, and departments on request, especially during the cricket letting for house set-ups moving of beds and bed linens at the start and restoring at the finish.
- Deployment and collection of signs for all King's College events as required
- Carry out unlock duties in the morning and as required ensure the security of buildings and fixtures and fittings of King's College
- Take reasonable care for the Health and safety of themselves and colleagues and to co-operate with the school in ensuring that Health and Safety responsibilities are carried out.
- Driver and transport duties as required.

## HEALTH & SAFETY AT WORK STATEMENT

It is the responsibility of all staff to be aware of their duties under the Health & Safety at Work Act and under specific local or departmental health & Safety policies.

### *Other duties*

General Caretaking duties in liaison with the Estates Manager:

- Light bulb Changing
- Diffuser cleaning
- Waterless Urinal system; blocks changes
- Bath/shower/toilets extraction systems
- Ground floor gutters and drains
- Paint spotting non skilled repairs

### *Training responsibilities*

- Attend training in house as appropriate for your position and your personal development.
- Contribute and be active in King's College's staff appraisal system
- Attend staff meetings as required.

### *Hours of Work*

Term Time: Monday to Saturday 6.00am to 12.00pm; King's Schools holidays: Monday to Friday 6.00am to 12.30pm.

### *Health & Safety and legislative responsibilities*

- You must at all times operate safe plant.
- You must at all times operate safe systems.
- You must maintain a high standard of personnel hygiene and appearance uniform where provided is to be worn in full
- You must carry out all duties to the King's College recognized standard of hygiene and cleanliness
- You must actively check equipment and report all hazards and faults or that which has the potential to cause hazard or become faulty.
- Follow all the school policies and procedures as determined by the board of governors and senior management team and current staff hand book.
- Provide cover for any other area within King's Schools Taunton Ltd as instructed by your Manager
- Take reasonable care for the Health and safety of yourself and colleagues and to co-operate with the school in ensuring that Health and Safety responsibilities are carried out.
- Comply with the requirements of the Health and Safety at Work Act Regulations 1974

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH Training</li> <li>• Health and Safety Training</li> <li>• NVQ Level 1 Cleaning</li> <li>• Manual Handling training</li> <li>• Fire safety training</li> </ul>
Specialist Skills & Experience	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to work solo.</li> <li>• Ability to work to deadlines</li> <li>• Basic cleaning skills</li> <li>• Ability to use heavy cleaning equipment e.g. buffer and lift heavy objects e.g. furniture, equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar environment</li> </ul>
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Polite, punctual, helpful, and reliable.</li> <li>• Commitment to achieving high standards of cleanliness and hygiene</li> <li>• A commitment to work as part of a whole team and supporting the vision and aims of the School</li> </ul>	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- King's College application form
- References from current employer and other, chosen, professionals

## HOW TO APPLY

Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's College has its own pay scale and there are discounts at both King's Hall and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please complete the application form enclosed and send by email or letter to:

Craig Sweet  
HR & Payroll Officer  
King's College, Taunton, Somerset, TA1 3LA

01823 328105  
csweet@kings-taunton.co.uk  
www.kings-taunton.co.uk

The closing date for applications is Friday 27 May 2022





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01823 328200  
[www.kings-taunton.co.uk](http://www.kings-taunton.co.uk)

01823 285920  
[www.kingshalltaunton.co.uk](http://www.kingshalltaunton.co.uk)