



King's Hall School
TAUNTON

Appointment of
CLEANER (part-time)

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AN INTRODUCTION TO KING'S HALL SCHOOL

King's Hall School is co-educational, offering day and boarding places to boys and girls from the ages of two to thirteen. There are about 310 children in the school, 80 of whom are in the Pre-Prep.

The Pre-Prep's Early Years Foundation Stage consists of a Nursery, which takes children after they have reached their second birthday, and two Reception classes. There are then normally two classes in each of Years 1 and 2.

The Prep department, Years 3-8, has two or three classes in each year group. There is continuity of educational provision between Years 1 and 8.

The school is a member of the Woodard Corporation, a group of fifty schools educating boys and girls in the Christian tradition in most parts of the country.

It is intrinsically linked with King's College, Taunton which is on a separate site about three miles away and the high majority of pupils transfer there at the age of 13+.

Together with King's College, we provide a high-quality experience for children between the ages of 2 and 18.

There is an excellent record of academic, artistic, dramatic, musical and sporting achievements throughout the school. There is a programme of continual development: in the last twelve years this has included a new sports hall, a performing arts centre, computer centres for both the Pre-Prep and Prep, refurbishing the pool and surrounds and a new full size Astroturf pitch.

Even more recently, the Pre-Prep has undergone an extensive refurbishment and our remarkable new Science Faculty has allowed for effective redeployment of departmental spaces and the creation of a cookery school.

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.



Appointment of
Cleaner (part-time)

THE ROLE *Job Summary*

The purpose of this role is to provide a complete and quality professional cleaning service that provides the high standard of cleanliness expected at a public school.

Duties and Responsibilities

- Sweep, wipe, dust and polish (by hand or machine) any area designated by the school
- Cleaning of dormitories, studies, common rooms, classrooms, corridors, stairs, toilet areas, bathrooms, changing rooms, offices, dining areas, or any other area which the school requires to be cleaned
- Emptying of bins
- Occasional deep cleansing of areas after term ends
- To work in the boarding house where required
- Undertake any reasonable task as requested by the Cleaning Supervisor, Domestic Services Manager or a senior member of the school staff.

Hours

Term Time (including 6 days over three half terms), plus the first 3 days during the week either side of King's Hall School holidays.

15 hours per week - Monday to Friday 16:00 to 19:00 hours

Two weeks to cover Summer Lettings – Monday to Friday 08:30-12:30 hours [paid on an overtime basis at the time]

Reporting to

Cleaning Supervisor and Domestic Services Manager.

Health and Safety Responsibilities

The Post-holder must:

- Maintain a high standard of personnel hygiene and appearance; uniform where provided is to be worn in full
- Carry out all duties to hygiene recognized standards.
- 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.
- Undertake any relevant training required by the school
- 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

Training Responsibilities

- Attend training courses and coaching in or out of house as appropriate for your position and your personal development
- Attend staff meetings as is required to facilitate effective communication

Appraisal

- The post holder will receive an appraisal and performance review at least annually, involving the post holder and the Domestic Services Manager.

PERSON SPECIFICATION

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • COSHH Training • Health and Safety Training • NVQ Level 1 Cleaning
Skills & Experience	<ul style="list-style-type: none"> • Ability to work as part of a team • Ability to work to deadlines • Cleaning experience 	<ul style="list-style-type: none"> • Cleaning experience within a similar environment
Personal competencies & qualities	<ul style="list-style-type: none"> • Polite, punctual, helpful, and reliable. • Commitment to achieving high standards of cleanliness and hygiene • A commitment to work as part of a whole team and supporting the vision and aims of the School 	
<p>The qualities and experience outlined in the person specification will be assessed by the following methods:</p> <ul style="list-style-type: none"> • King's Hall application form • Interview • 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 Hall has its own pay scale and there are discounts at both King's Hall and King's College for children of staff.

Please apply by completing the appropriate King's Hall 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 5pm, Friday 13 May 2022





King's Hall School

TAUNTON

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