



Part-time Afternoon and Evening Cleaner / Housekeeper at More House School

Permanent, non-residential, part-time position – Monday to Friday 5.00 pm to 9.00 pm (20 hours per week) ideally to start as soon as possible.

We seek for a full-time Cleaner / Housekeeper to undertake primarily cleaning duties and minor maintenance issues in areas of the school. During school holidays, you will be expected to work in conjunction with the Maintenance Team on various projects and clean areas of the school before term starts. From time you may be required to drive School vehicles, including transporting pupils to Farnham train station.

The person we seek will be able to show evidence of a diligent work ethos and have a sound and flexible approach to the tasks required of them; we are looking for a good team player. The successful applicants will have a happy and flexible disposition with a caring and patient attitude towards others. They will have good communication skills and be vigilant and detailed in their approach. Being able to provide cover for absences or working extra time through an emergency would be viewed as being advantageous. A clean driving licence is essential.

www.morehouseschool.co.uk

Ofsted Outstanding 2023



Our School vision is:

To lead in transforming the futures of intelligent children who experience Specific Learning Difficulties, Developmental Language Disorder and associated conditions, by empowering them.

Our School Values are:

Kindness – Spirit - Responsibility

The School:

Nationally celebrated, More House School is a registered charity providing an exceptional, mainstream education for intelligent boys with Specific Learning Difficulties and weakness in their developmental language skills. Delivering a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and A Level, above the national averages. A majority progress to university. Class-sizes are small, with a maximum of 15 pupils.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. All boys who attend More House are individually timetabled, with many receiving support through the on-site Learning Development Centre and its qualified therapeutic staff. Judged 'Outstanding' by Ofsted in its last four School inspections, our most recent inspection (March 2019) graded More House School 'Outstanding' overall, and

'Outstanding' in each of the six sub-sections of the report. More recently, the School's provision for residential boarders was judged to be Outstanding in its 2020 and 2022 Ofsted inspections. More House is CReSTeD approved, listed in their Specialist Schools category, and is a member of the Independent Schools Association and the Boarding Schools' Association.

The School is set on a wooded hillside in nearly thirty acres on the Hampshire / Surrey border and within the Surrey Hills Area of Outstanding Natural Beauty. Attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away.

In recent years, the School has built its School of Engineering and CAD facilities, opened a new Humanities block and School Chapel, completed our brand-new library and Media Studies centre, and grown our learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching, and independent study. In December 2022, we installed a new Strength and Conditioning fitness gym for students and employees. Later this academic year, we will commence an ambitious building project improving further our Science laboratory facilities, extending the School's medical surgery and improving facilities for therapeutic counselling. We are also seeking planning permission for another project which will realise increased resources for Sports.

Teaching and support-services staff join the School from a variety of backgrounds and are united by a shared commitment to the School's vision and its values of Kindness, Spirit and Responsibility.

The School is characterised by a continuous pursuit of excellence and improvement in all aspects of its provision, in order to realise the best possible experiences and outcomes for all pupils

About the Department:

As part of the overall Estates team led by the Estates Manager, the Cleaning / Housekeeping Department comprises the Caretaking Supervisor and 7 Cleaners / Housekeepers. The department is responsible for the cleaning of the premises to a very high standard, including school furnishings and, as necessary, help to maintain a high standard of maintenance throughout the school. During school holidays you will be asked to assist with maintenance projects around the school.

About this post:

Specific Duties:

- The general cleaning of the school including dormitories, washrooms, WC facilities, windows, and administration areas
- Carrying out minor maintenance work during term-time
- The repair of furnishings and equipment as required
- Assisting with larger maintenance projects during the school holidays
- General upkeep of the School's fleet of transport and associated tasks
- Adherence to all Health and Safety working practices, including school procedures and policies on the storage of hazardous materials and chemicals
- The upkeep and cleanliness of the school's cleaning machines and equipment
- The distribution of paper products around the school for hygiene purposes
- Driving pupils to and from the railway station, to sporting fixtures and other events from time to time, using the School minibus or other School vehicles

The list of duties above is not exhaustive, and you may be asked to carry out other reasonable duties which are part of, and incidental to, this type of work.

General Responsibilities:

- To treat all pupils, colleagues, parents and stakeholders in accordance with the School's values of Kindness, Spirit and Responsibility
- To ensure that all activities are undertaken in accordance with Health and Safety provisions
- To help ensure the tidiness, the monitoring and safe storage of all equipment used in the department
- Attendance at INSET training days and other formal out of School functions, including Founders' Day
- To maintain appropriate records, and complete all administrative tasks associated with the role in a timely and accurate manner
- The post holder is responsible for promoting and safeguarding the welfare of children

Relationships:

- The post holder will be responsible to the Caretaking Supervisor, the Estates Manager and ultimately the Bursar for the efficient and due diligent day to day cleanliness and maintenance of the school, whilst following best practice of Health and Safety.
- The successful applicant must interact effectively on a professional level with colleagues and seek to establish and maintain productive relationships with all.

Person Specification:

Essential	Desirable
Qualifications, Skills and Experience	
Good standard of verbal and written English, and basic numeracy.	Experience in a similar cleaning / housekeeping role within a school would be beneficial.
Full, Clean Driving Licence.	Experience of driving a minibus.
Teamwork: flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team. Self-motivated; meets objectives on own initiative.	Awareness of COSHH regulations
Adaptable to work within any department in the Estates team should the need arise.	
Technical skills: a good knowledge of DIY.	
Physically able to undertake all the physical requirements of the post which includes a certain amount of lifting and use of equipment, according to health and safety guidelines.	

Personal Attributes	
Excellent interpersonal and communication skills demonstrating an understanding of, and commitment to, professionalism and teamwork.	
Excellent time-management and prioritisation skills, with the ability to work under pressure and to deadlines	
Demonstrate effective organisational skills.	
Energy, enthusiasm, and determination to succeed.	Commitment to ongoing self-development; willingness to attend appropriate training / updating if required
Personal commitment to the school's ethos and aims in promoting the best possible outcomes for pupils.	

Hours:

5.00 pm to 9.00 pm Monday to Friday during term-time, and 12.00 pm to 4.00 pm during school holidays

Attendance at School events outside these hours from time to time, as well as Founders' Day and INSET days towards the beginning or end of School holidays.

Remuneration and benefits:

Salary: £14,611 per annum.

- Pension - [there is a contributory](#) pension scheme in operation specifically for non-teaching personnel. As governed by pension legislation you are automatically opted into the scheme and once enrolled, need to complete an 'Opt Out' form not to be included. Contributions are paid by the School at the Governors discretion and directed by Government legislation. Contributions towards your own personal pension plan may be made, but again this will be at the discretion of the Governors with the forementioned restrictions. Details about the scheme can be found at <http://www.nestpensions.org.uk>;
- Employee Assistance Programme;
- Cycle to Work Scheme
- Free on-site parking within the School's beautiful grounds;
- Excellent lunchtime meals at no cost in the School's refectory;
- Free use of the School's fitness gym facilities

Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of

ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.

To Apply:

Please visit our website www.morehouseschoo.co.uk, and complete the online application form.

<https://www.morehouseschool.co.uk/supportapplicationform>

Closing date for applications: Friday 13th December 2024

Interviews expected to be held on: TBC

Interested candidates are welcome to make an appointment to visit the school for an informal visit. The School reserves the right to interview appropriate candidates in advance of the above-named dates, and to appoint. Interested candidates are therefore strongly urged to submit their application as soon as possible.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.