



# ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



## *The post of Domestic Cleaner*

### ***The Role***

Cleaning of areas within School as designated by the Housekeeper. Due to the nature of the work it is a genuine occupational requirement for this position to be filled by a female.

### ***Main Duties***

- Daily cleaning and housekeeping in designated areas, liaising with Housekeeper as necessary.
- Cleaning of windows internally through House/Main School, as appropriate, up to 6 feet in height.
- Cleaning of all areas to ensure School is maintained in a clean condition.
- Emptying of all waste bins and removal of contents to dustbins.
- Handling of bed linen etc in accordance with House practice, and the making of girls' beds prior to the start of each term.
- Laundry as required.
- Any other duties reasonably requested by the Housekeeper.

### ***Person Specification***

- Flexible and conscientious
- Able to work on own initiative

Protective clothing and all equipment and consumables to complete the work will be supplied.

## ***Package***

Salary: Roedean NTS Point 10 (£16,103) per annum pro rata. Actual salary - £7,750 per annum.

Hours: 10am – 2pm, Monday to Friday, term time plus (41 weeks in total)

Other benefits include:

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40%)
- **Death in service benefit**
- **Free dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – free use of the swimming pool, fitness suite, squash and tennis courts (subject to availability). Weekly yoga classes are available after work at no cost.
- **Wellbeing** – Staff have access to a free confidential counselling service. Subsidized staff bar and social events each half term.
- **Library** – all staff are able to borrow books and DVD's without charge
- **'Cycle to Work' scheme**
- **Free parking on site**

## ***Safeguarding***

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

## ***Appointment details and how to apply***

Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

Due to the need to appoint quickly we reserve the right to interview at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.