



## **Housekeeping / Laundry Assistants**

### **Information for Applicants**



## HOUSEKEEPING / LAUNDRY ASSISTANTS

Summer Fields is a boarding and day school for approximately 330 boys aged 4 to 13 years. The school is situated in Summertown, two miles north of the centre of Oxford and has 70 acres of superb grounds. Summer Fields has always held a strong academic tradition and in recent years boys from Summer Fields have won major scholarships to Eton, Harrow, Radley and Winchester.

We are looking for experienced full-time and part-time Housekeeping/Laundry Assistants to join our housekeeping team. Various hours are available and some weekend working may also be required. The duties involve cleaning in the boarding accommodation and in the main school and also working in our laundry department. Previous experience in a similar position is required and a **good command of English is essential**.

### Application Procedure

To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided.

Please apply by providing the following:-

- A **fully completed application form or a full CV**, including a full employment record and contact details of at least two referees.
- A cover letter explaining your previous experience relevant to the position.
- If you have a CV you wish to send, please do so, however we also will need a completed application form **with full details of your employment history**.

If you would like further details or assistance with the application form please call our Domestic Bursar on 01865 459206. If you require an application form to be posted to you please call 01865 459238.

Application forms should be emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) or posted to the HR Manager, Summer Fields, Mayfield Road, Oxford, OX2 7EN.

*Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## FURTHER DETAILS

### Benefits

Lunch is provided in the dining room during term-time. There is automatic enrolment into the school's contributory Group Personal Pension Scheme for eligible employees. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary. Other benefits include access to an Employee Assistance Programme, swimming club membership and free parking.

### Holidays

In a full year of employment, you will be entitled to pro rata of six weeks' annual paid holiday including statutory holidays which fall during school holidays. Holiday dates are to be agreed with the Domestic Bursar and are to be taken at times convenient to the school.

### Probationary Period

This appointment is subject to a six-month probationary period. At the end of this period, subject to your service having been satisfactory, permanent employment with the school will be confirmed.

### Pre-Employment Checks

In order to ensure the safety and security of all pupils at the school, applicants must be willing to undergo child protection screening. We are required to carry out a number of pre-employment checks including:-

- obtaining references from past employers;
- checking a full history of employment and verifying reasons for any gaps in employment;
- an enhanced Disclosure and Barring Service criminal records check.
- **An overseas criminal records check is required for applicants who have lived abroad in the last ten years.**

Please apply by submitting a fully completed application form/full CV and a letter of application. Please ensure you provide your **full employment record since finishing full-time education** with details of any gaps between jobs or training.

Applications should be emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) or posted to the HR Manager, Summer Fields, Mayfield Road, Oxford, OX2 7EN.

## JOB DESCRIPTION

**Job Title:** Housekeeping / Laundry Assistant

**Reporting to:** Housekeeping Team Leader

### **Purpose of the job**

To work as part of a small team responsible for the provision of a quality housekeeping service, achieving high standards of hygiene and cleanliness and attention to detail throughout the boarding/residential accommodation, in the main school and in the Laundry department.

### **Main Duties - Lodges**

Areas of work within boarding and residential accommodation include but are not limited to: - entrances and hallways; corridors and staircases; common rooms, social areas and kitchens; laundry/linen rooms; dormitories/bedrooms; bathrooms, shower rooms, toilets and urinals.

Carry out the following routine housekeeping tasks in line with the school's policies and procedures:-

- Clean and sanitise hard surfaces, check for cobwebs.
- Dust and polish wooden surfaces; dust pictures and high areas.
- Clean skirting boards and radiators; clean windows (indoors only) and mirrors.
- Vacuum carpeted areas, spot clean / steam-clean carpets as required.
- Clean and sanitise/steam-clean fixtures and fittings in toilets, showers and bathrooms.
- Restock toiletries, soaps, paper towels, toilet rolls etc.
- Floor maintenance – ketch mop, wet mop, buff Altro flooring as required.
- Empty, wash and sanitise waste bins. Remove rubbish/recycling to central refuse area.
- Order supplies of cleaning materials and light bulbs.
- Make the boys' beds annually.
- Be aware of, and report to the Housekeeping Team Leader, any damages to the structure, fabric or decoration of the building and surrounding areas.

The following procedures are specific to maintaining a safe and hygienic environment for the pupils:-

- Deal quickly with the cleaning and sanitising of any accidental bodily fluid spillages throughout the school.
- Sanitise hand contact surfaces daily.
- Clean and de-scale shower heads, gullies and covers; steam clean and deep clean all wet areas.
- Use the personal hand-sanitiser provided by the school, and ensure regular and effective hand washing at all times to maintain infection control.

The following tasks are normally carried out during non-term-time hours:-

- 'Spring Cleaning' with meticulous attention to detail, maintaining the high standards to which we aspire.
- Steam-clean curtains and soft furnishings; shampoo carpets; de-scale taps, urinals and other sanitary fittings; clean and defrost fridges/freezers; clean ovens; steam-clean bedside lockers, under bed storage drawers, clothing lockers, shoe lockers and other miscellaneous storage areas.

Use and store products according to the manufacturer's recommendations liaising with the Housekeeping Team Leader regarding the effectiveness of cleaning products.

Assist with emergencies e.g. flooding; breakages (broken windows); cleaning up accidental bodily fluid spillages; covering for Housekeeping staff absence in other areas of the school.

### **Main Duties – School**

Areas of work within the main school and staff accommodation include but are not limited to: - entrances, corridors and classrooms; Common, Day Rooms and entertaining areas; pupils' toilets and showers; main changing rooms; Chapel and Theatre; staff accommodation; Laundry.

Carry out the following housekeeping tasks in line with the school's policies and procedures:

- Dust, polish and sanitise hard surfaces/hand touch areas, clean windows, radiators and skirting boards.
- Vacuum carpeted areas and ketch mop, wet mop and steam all Altro floors.
- Buff wooden and Altro floors when required.
- Wash and steam clean fixtures and fittings in toilets, showers and bathrooms, and clean up accidental bodily fluid spillages when necessary.
- Order supplies of cleaning materials.
- Make the boys' beds annually.
- Be aware of, and report to your Supervisor, any damages to the structure, fabric or decoration of the building and environs.
- "Spring Cleaning" with meticulous attention to detail, maintaining the high standards to which we aspire.

### **Main Duties - Laundry**

- Receive, lift and handle incoming bags of laundry, sort into relevant groups, wash, dry, iron and pack for distribution, in accordance with the laundry rotas.
- Operate laundry equipment and notify your Supervisor of any machinery faults or other repairs which may be necessary.
- Store laundry and cleaning materials in a safe and secure manner.
- Monitor stock levels and keep accurate records of stock issued.
- Ensure that the laundry room and all equipment is left clean and safe when not in use and follow the laundry cleaning schedules.

### **General**

- Understand the typical health, hygiene, safety and security risks that exist, or may exist, in the department. Know how to assess the risks associated with these hazards and how to minimise risks associated with hazards.
- Adhere to school policies and procedures.
- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.
- Carry out any other tasks that may be reasonably assigned to you.

All members of the Support Team are required to work in a professional and courteous manner. We place great emphasis on staff loyalty and trustworthiness and require staff to work in a co-operative and flexible way. This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list. Summer Fields reserves the right to amend this Job Description from time to time, according to changing business needs.

## APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with

children. Where you have no previous employment history, we may request character references which may include references from your school or university.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## **CONDITIONAL OFFER OF EMPLOYMENT**

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Children's Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. For an EEA teaching candidate, this shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach:
- Where the role involves providing care for pupils under eight, confirmation is required that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a management role, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching Heads of Department.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Staff Privacy Notice and Staff Information Security Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.