



Housekeeping / Laundry Assistant

Information for Applicants



Summer Fields is a boarding and day school for approximately 280 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 an experienced

HOUSEKEEPING / LAUNDRY ASSISTANT

to work Monday to Friday 8:30am - 2:30pm for 42 weeks, and Sundays 9:00am - 4:30pm, term-time only. The duties involve cleaning in the boarding accommodation and when required in the main school and 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 Head of Housekeeping on 07918 647396. If you require an application form to be posted to you please call 01865 459226 or 459238.

Application forms should be emailed to 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 FOR HOUSEKEEPING / LAUNDRY ASSISTANT

Hours

The hours for this position are Monday to Friday 8:00am to 2:30pm for 42 weeks per year and 9:00am to 4:30pm on Sundays during term-time. A 30-minute unpaid break is included in these hours.

Holidays

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

Pension and Group Life Assurance Schemes

Summer Fields School Trust Ltd operates a Group Personal Pension Plan with Aviva. Members of the pension scheme are included in the Summer Fields Group Life Assurance Scheme after the completion of the probationary period and you will also have access to an Employee Assistance Programme.

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 or posted to the HR Manager, Summer Fields, Mayfield Road, Oxford, OX2 7EN



JOB DESCRIPTION

Job Title: Housekeeping / Laundry Assistant

Reporting to: Head of Housekeeping

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 Assistant Housekeeper, 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 Manager 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 safeguarding and promoting the welfare of every child at the school and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Application

- Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of a good reason. However, they may be sent in addition to the application form.
- You are required to provide your complete employment history from leaving education to the present, ensuring that there are no gaps. Any gaps in your employment record will be verified during interview and employment dates will be verified with your referees.
- 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.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore any unprotected spent convictions, cautions, reprimands and final warnings, must be declared.
- All successful applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Applicants with periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction.
- The school will carry out a Barred List check to ensure that applicants are not unsuitable for working with children. The school is also required to check that anyone appointed to carry out teaching work is not subject to a Prohibition Order issued by the Secretary of State.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Please indicate on the Application Form if you would prefer us not to contact your current employer until later in the recruitment process. We do not accept open references, references from relatives or from someone known to you solely as a friend.
- 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, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- The provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education.

- We collect information that is specifically provided by you as part of an application process. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in our Staff Privacy Notice.

Conditional Offer of Appointment

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), which have been personally verified;
- verification of original identity documents and right to work in the UK;
- verification of documents confirming any educational and professional qualifications that are necessary or relevant to the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body;
- a satisfactory DBS Enhanced Disclosure, a check of the Children's Barred List and whether anyone appointed to a teaching post is not subject to a Prohibition Order;
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance;
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.

Warning

Where a candidate is:

- found to be on DfE's Barred List or Prohibition Order, or the DBS disclosure shows s/he has been disqualified from working with children by a court, or,
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the police and/or the local Safeguarding Children Board.