



## INFORMATION FOR CANDIDATES

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Housekeeper

Required asap

Applications will be reviewed upon receipt





## ROLE DESCRIPTION - Housekeeper

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We seek reliable, adaptable and efficient individuals to join our housekeeping team. We currently have opportunities for:

- Housekeeper – permanent appointment

Applicants should have an excellent eye for detail, be proactive and willing to work with the rest of the team to maintain the high standards expected across the school.

Although the role requires work outside the main school hours, applicants should be aware of the importance of their role to the smooth running of the school and will appreciate the positive impact a job well done can have.

This is a part time post. Each cleaner is employed to work 800 hours per year. A large proportion of these hours are completed during term time when a 4 hour shift is completed from 3.45am – 7.45am. The balance of annual hours will be utilised for weekend/evening school events and during holidays, dates for which are agreed in advance.

Opportunities for additional paid cleaning hours may be available during school holidays subject to events being hosted on the school premises.

The housekeeping team are key to the successful day to day operation of the School and, like all staff, are expected to buy into and fully support the school's values and vision. If you believe you would thrive working at St George's we would be delighted to hear from you.



## HOUSEKEEPER DUTIES

Duties are generally routine in nature and will include (but not be limited to):

- Daily routine cleaning in all areas of the school including changing rooms, bathrooms and classrooms
- Removal of rubbish from school buildings
- Ensuring safe use, storage, and disposal of cleaning chemicals
- Attending training as required to ensure appropriate awareness of safe use of chemicals and equipment as well as basic health and safety at work.
- To be aware of additional or one off cleaning requirements and to ensure these are attended to appropriately
- To undertake deep cleaning tasks during less busy times
- To report maintenance issues and health and safety concerns to the cleaning supervisor or maintenance team

## PERSON SPECIFICATION – ESSENTIAL

### SKILLS

- A positive attitude and appropriate sense of humour
- Able to demonstrate a common sense approach to work
- Ability to work effectively both individually and as part of a team
- Able to cope with the physical requirements of the job
- Flexible approach to work including willingness to work amended hours and cover for colleagues
- An awareness and appreciation of basic health and safety at work

### INTERPERSONAL QUALITIES

- Approachable and supportive
- A willingness to share and learn from others
- A commitment to continuous improvement
- An ability to take ownership and responsibility
- An ability to work calmly under pressure and adhere to deadlines
- Professional manner



## Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

## Remuneration

The salary for this post is £8,379, with opportunities for additionally paid hours and other enhancements.

All full-time staff at St George's are entitled to up to 50% fee discount for their child / children, adjusted pro-rata for part time staff.

All completed application forms should be sent to:

Katie Chorley, Business Director  
St George's School, Windsor Castle, Windsor, SL4 1QF

Or email to [recruitment@stgwindsor.org](mailto:recruitment@stgwindsor.org)

Applications will be considered as they are received

Successful applicants will be notified by telephone or email.



## ABOUT THE SCHOOL

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**St George's School, Windsor Castle, is an IAPS school situated in the heart of the vibrant, historic and cosmopolitan town of Windsor. An integral part of the College of St George and with close links with Windsor Castle, we make the very most of our special location.**

St George's School is in the enviable position of offering an exceptional range of academic, music, sporting and creative opportunities. In one of the most inspiring places in the UK, St George's provides an outstanding start to a child's education.

The School is fully co-educational with approximately 330 girls and boys on the roll from Kindergarten to Year 8. There are two sections to the school: The Pre-Prep caters for children from Kindergarten to Year 3; the Prep for children from Year 4. Both are led by a Head of Section, who in turn reports to the Head Master. There are two classes per year group, with Year 5 split into 3 classes for 2020-2021 due to growing pupil numbers. The maximum year group size is 40 with no class bigger than 20.

Pupils are taught by class teachers up to Year 6, who teach Maths, English, Humanities, Science and PSHE. There are specialist teachers for Art, Design, Drama, Music, PE, Sport and Modern Languages. There is currently specialist teaching for all subjects from Year 7, though pupils are still under the care of a Form Tutor who monitors the individual academic and pastoral welfare of each child.

Many of our families are local, however there is a flourishing boarding community for children from Year 4 upwards. Housed within the main school, a caring team, led by the House Parents, look after approximately 30 weekly boarders and many more who choose to stay over. It is our intention to develop a consistent and coherent approach to learning and teaching and wellbeing throughout the school, underpinned by a common set of values, culture and ethos, consistent with the age and stage of individual pupils.

At the end of Year 6 or 8, pupils leave St George's for a wide range of leading boarding and day senior schools. In 2021 pupils moved to the following schools:

- Eton College
- Wellington College
- St George's School, Ascot
- St George's School, Weybridge
- Sir William Perkins's School
- The Windsor Boys' School
- Reading Blue Coat School
- The Marist School

## THE FUTURE

**St George's is embarking on an ambitious plan which will take the school to 2025. For more information on our strategic development and ethos, please visit our website at [www.stgwindsor.org](http://www.stgwindsor.org)**

# TATLER®

‘Ambitious Prep School’

*Muddy Stiletto* 

‘excellent academics and music  
oozing from every corner.’

THE  
GOOD  
SCHOOLS  
GUIDE

2020/2021

