



Heathcote Preparatory School and Nursery

Brief for the position of
Cleaner, Heathcote Preparatory School, Danbury, Chelmsford, Essex

April 2023

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Letter from the Headteacher

Dear Candidate,

Thank you for your interest in Heathcote. I am delighted that you are considering our school and I hope that once you have discovered more about us, you will wish to apply for this position.

Heathcote is a non-selective independent co-educational day school for children aged 2-11, located in the village of Danbury, just outside Chelmsford. The school was founded in 1935 by the Heath family. In 2018 the School was sold to the Heather Partnership.

Heathcote is an exceptionally warm and friendly place to learn where excellence is at the heart of all we do. Working as a team we foster a love of lifelong learning whilst at the same time encouraging all our community to be curious, appreciative and respectful towards the world around them. As a small, friendly and happy school we are proud of the warmth, progressive approach and individualised learning every pupil receives. Each day every member of our staff seeks to make a difference to the lives of our children. Our mission is to ensure that every pupil recognises their own self-worth and through their school journey they build character, confidence and compassion as well as a solid academic foundation. Determination, resilience and endurance are fundamental to our ethos.

As a member of the Independent Schools Association (ISA) we take pride in the excellent standards our pupils achieve. We encourage pupils to make the most of their talents, building confidence through academic achievement and offering a wide range of extra-curricular opportunities. We endeavour to discover our children's hidden strengths, pinpoint their passions and support their journeys to success whether that is for 11+, Tae Kwondo championships or learning to tie their shoe laces!

Heathcote pupils enjoy success in so many ways. In sports they excel; showjumping, triathlon, cross country, athletics, football, netball and cricket are just a few of the areas they compete in at regional and national levels. Music and drama are also especially strong at the school with children taking peripatetic music lessons, speech and drama (LAMDA), whole school productions such as last year's Alice in Wonderland or the KS2 choir participating in the 'Young Voices' spectacular event at the O2. Our specialist Art teacher ensures our children's creative talents are nurtured with many children entering competitions and exhibitions.

In the last three years at Heathcote we have made some significant improvements to our environment, such as touchscreens and laptops in all classrooms, two new libraries as well as the refurbishment of the Nursery and the school quiet garden. We have recently invested in a new maths scheme across the whole school and a new phonics programme (Read Write Inc.) in Early Years and Key Stage One. The school is thriving on all levels and we are entering an exciting period in our history. We have recently just achieved 'Excellent' in all areas of our latest ISI inspection.

I do hope that you will consider applying for this post – I recognise that a great deal of thought and time goes into preparing such an application and I assure you that I will, in turn, give your application serious consideration.

Yours faithfully,
Samantha Scott
Headteacher

The Position

We are looking to appoint a reliable, energetic and enthusiastic, cleaner to join our support staff team. The successful candidate will need to be physically fit as this is a very demanding role. We would expect the cleaning to take around 4 hours, every weekday evening (this can be completed over a weekend if needed). Deep cleans would take place over the school holidays and requires carpet cleaning and more thorough cleaning of specific areas.

Application Procedure

Please apply by submitting a fully completed application form and a CV together with a letter of application by the closing date of **midday on 12th May 2023**. Visits to the school are warmly welcomed as we believe our best ambassadors to be our students. Please contact the school office if you would like to arrange a visit.

Job Specification

Cleaner **Reporting to: Bursar**

General Duties

It is expected that all members of staff will work together to help further the school's aims and objectives in accordance with policies.

A cleaning rota will be devised of daily, weekly, half termly and termly jobs to complete but includes:

Daily clean:

- Toilets
- All classrooms and communal areas
- Emptying bins
- High contact areas
- Offices

Deep cleans :

- Carpet/Floor cleans
- Window cleans
- Oven and fridge cleans

Closing of the school including checking all lights and heaters are switched off and all doors are locked

Professional Standards

- To inform the Bursar of any concerns or issues
- To establish effective working relationships with professional colleagues and associate staff.
- To participate in INSET.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be aware of the role of the Governing Body of the School and to support it in performing its duties.

A full Job description will be discussed at interview

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification

School Cleaner

Heathcote is a small, exceptionally warm and friendly school where excellence is at the heart of all we do. We require a Cleaner who is professional, reliable and enthusiastic and can contribute to the wellbeing of the school community.

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good time management • Must have an eye for detail • Be able to work under own initiative • Self motivating 	<p>In addition, you might also have experience of:</p> <ul style="list-style-type: none"> • Previous cleaning experience is preferred
Personal characteristics	<ul style="list-style-type: none"> • Physically fit • Reliable • Trustworthy • Enthusiastic • Flexible • Good sense of humour • Organised • Resourceful • Resilient 	

Heathcote Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undertake an enhanced DBS check.