



HEYWOOD PREP

CORSHAM

PART TIME HOUSEKEEPING SUPERVISOR Candidate Pack



INTRODUCTION



We are seeking to create a Housekeeping Team to perform a variety of tasks associated with the maintenance of a safe, clean and hygienic environment. Key duties may include cleaning toilets, the vacuuming, dusting, sweeping and mopping of floors, corridors and rooms. The completion of laundry and other domestic duties and ensuring that cleaning materials are safely stored.

There are part-time permanent posts for both Housekeepers and a Housekeeping Supervisor. The hours will depend upon the make-up of the team but will provisionally be in the region of 15 hours per week.

THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

WISHFORD SCHOOLS

Wishford Schools is a small, friendly group of nine schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

TERMS & REMUNERATION HOUSEKEEPING SUPERVISOR

Part time, **15 hours per week year-round**, predominantly 5pm to 8pm Monday to Friday.

Housekeeping Supervisor £10.05 per hour

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to hphr@heywoodprep.com. Application forms are also available to be collected from and returned to the Heywood Prep School Office, weekdays 0900hrs – 1500hrs (excluding bank holidays) and may be completed by hand.

Please be aware that we only accept applications on the Heywood Application Form please do not send a CV.

The closing date for applications is 0800hrs 19th April 2021

Interviews will be held week commencing 26rd April 2021

Start Date asap

Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

We are an equal opportunities employer and will select applicants for interview based on their ability to perform the role. We will not discriminate based on age, race, colour, ethnic or national origin, religious beliefs, sex, gender, gender reassignment, marital status or disability. Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The role is exempt from the Rehabilitation of Offenders Act 1974.

HOUSEKEEPING SUPERVISOR JOB DESCRIPTION	
RESPONSIBLE TO:	School Business Manager / Site Manager
HOUSEKEEPER RESPONSIBILITIES	<ul style="list-style-type: none"> • To ensure the highest level of cleanliness is maintained throughout the schools on a daily basis. • To ensure standards and procedures are adhered to. • To use cleaning material appropriately, as instructed and economically. • To ensure that tools and equipment are in good working order, reporting any faults to Line Manager. • To replenish disposable items across the school including toilet rolls, hand towels etc. • Ensure that waste is correctly disposed of into the designated areas, i.e. general waste and recycling. • Where practical ensure that windows are closed, lights are switched off and doors are locked when you finish. • To report health and safety issues to your line manager, including all accidents and near misses • To promote good safety habits and methods of work. • To ensure all cleaning materials are used in line with COSHH safety standards. • To maintain a clean, safe and hygienic work area at all times. • To be aware of their responsibilities for Health and Safety of themselves and others. • To undertake any training relevant to your role.
HOUSEKEEPING SUPERVISOR ADDITIONAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Be responsible for ensuring that the site is locked and secured daily. • Manage the day to day operation of the evening housekeeping team. • To be responsible for promoting good Health and Safety practices throughout the team. • To ensure that all tools and equipment are in good working order and serviced regularly. • Act as the main point of contact for the housekeeping team, deconflict leave and work rotas as required. • Report any irregularities, maintenance issues, Health and Safety concerns to the Site Manager. • Liaise with the Site Manager in regard to supply levels of cleaning materials and sundry items. • Be prepared to assist colleagues in a positive manner with other duties as required.
PERSON SPECIFICATION	<ul style="list-style-type: none"> • Be polite, professional and friendly at all times with pupils and colleagues. • Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required. • Be flexible, reliable, punctual and trustworthy. • To have the ability to manage their own time effectively and to prioritise work.