

Housekeeper

The Role

At Heywood Prep, we create an exciting and engaging learning environment where each child's individual needs are at the heart of our curriculum. As a caring and friendly community, we foster a love of learning and help our children build the confidence to reach their full potential.

We are currently looking for a conscientious and reliable housekeeper to join our school site team. The successful candidate will be responsible for the daily cleaning of the school, ensuring it is maintained to the highest standards of cleanliness and presentation.

Position

Part-Time, Permanent, Year-Round
15 Hours Per Week
Monday to Friday 5 to 8pm

Salary

£9,360.00 per annum

Benefits Include

- 5% employer pension contribution
- Cycle-to-work scheme and shopping discounts
- Means-tested staff discounts
- Complimentary refreshments pro rata paid holiday and bank holidays
- Access to group counselling services
- Fully funded apprenticeships available (up to Level 7)
- Discretionary Christmas stand down
- Friendly and supportive team environment

How to Apply

Applications can be made via the Heywood Prep website [[link here](#)]. Alternatively, you may contact Nicky Bartholomew for an informal chat at jobs@heywoodprep.com or 01249 713379.

Job Specification

- Ensure the highest level of cleanliness is maintained throughout the school daily.
- Ensure tools and equipment are in good working order, reporting any faults to your line manager.
- Replenish disposable items across the school, including toilet rolls, hand towels, etc.
- Ensure waste is disposed of correctly in the designated areas, such as general waste and recycling.
- Where practical, ensure windows are closed, lights are switched off, and doors are locked.
- Report health and safety issues to your line manager, including all accidents and near misses.
- Undertake mandatory school training and any other training relevant to your role.

Person Specification

- Always be polite, professional, and friendly with pupils and colleagues.
- Work well as part of a team, and be willing to assist colleagues positively, including helping with other duties when needed.
- Be flexible, reliable, punctual, and trustworthy.
- Effectively manage your own time and prioritise tasks accordingly.

Wishford Education 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, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



HEYWOOD PREP
CORSHAM