

## Housekeeping Assistant

We are seeking to employ a friendly and motivated Housekeeping Assistant to join our Housekeeping Team. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to:	Domestic Bursar
Pay:	£13.05/ hour, next review April 2026.
Hours:	20 hours per week. Monday to Friday, 0930-1400 (including 30 minute unpaid break)  Term-time only, 37 weeks.
Pension:	The School operates a defined contribution pension scheme, which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.
Start date	2 <sup>nd</sup> June 2025

## The School

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for approximately 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 45 boarders, including our choristers. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

## The Housekeeping Department

The Housekeeping Department is a friendly team of 9 working together to deliver a high standard of cleaning with attention to detail.

## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience		<ul style="list-style-type: none"><li>• Experience of working in a school or similar environment with children and young people (either paid or unpaid).</li></ul>
Skills & Ability	<ul style="list-style-type: none"><li>• Effective communication skills.</li><li>• Ability to work effectively as part of a team and to apply given instructions.</li><li>• Ability to react calmly and quickly in an emergency.</li><li>• Polite and friendly.</li></ul>	

## The Role

To work as a member of the Housekeeping Team to deliver a high standard of cleaning service to all School buildings, including classrooms, toilets, sports facilities, changing rooms and living accommodation.

- Follow a defined cleaning routine.
- High and low dusting, mopping, wiping and scrubbing surfaces.
- Use and handle machinery in accordance with the role following all Health & Safety guidelines.
- Perform deep clean duties during main school breaks.
- Clean toilets and urinals as per cleaning schedule.

## Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To be familiar with the Housekeeping department and School's fire safety procedures and participate in fire drills.

## Safeguarding & Child Protection

- To be familiar with the relevant School policies, in particular the School's Safeguarding and Child Protection Policy and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

## Benefits

- Meals provided when on duty during term time
- Staff health scheme
- Cycle to Work Scheme
- Use of School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

## Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

## Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Working at Height;
- Manual Handling;
- Basic GDPR; and
- Fire Awareness
- COSHH Awareness

The Employee is entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from School

Bursar.

## Terms and conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and right to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

## How to apply

Candidates should return the following documents:

- Application form
- Reference consent form
- Equality and Diversity monitoring form (optional)

Please submit your application to: Meredith Trueman, School Bursar and Director of Operations, King's College School, West Road, Cambridge, CB3 9DN; e-mail: [jobs@kcs.cambs.sch.uk](mailto:jobs@kcs.cambs.sch.uk).

*March 2025*