

University College School  
Frognaal  
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**UCS**  
HAMPSTEAD



## **JOB DESCRIPTION**

University College School (UCS) is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates 1100 students from age 3 to 18. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgment. For further information about UCS, refer to our website [www.ucs.org.uk](http://www.ucs.org.uk)

### **1 JOB DETAILS**

Job Title: Cleaner

Contract Type: One Year Fixed Term, Full Time (Maternity Cover)

Hours: 9am-4pm, Monday to Friday.

Salary: £22,786.40 per annum

Location: UCS, Frognaal, Hampstead, London, NW3 6XH.

### **2 JOB PURPOSE**

- The Cleaner will liaise to ensure all requirements of the school are met. They will be under the line management of the Cleaning Manager but will, in their absence, take instructions from the Caretaking Supervisor.
- The role of the Cleaner is predominantly to ensure that the Main Hall and all common areas as specified by the Cleaning Manager are maintained to the required standard following guidelines given in the cleaning schedule. This will include ensuring adequate stocks of all consumable materials and air freshening products are maintained and available. In addition to this, the post-holder will respond to prioritised tasks given by the Cleaning Manager or in his absence the Caretaking Supervisor or the Cleaning Supervisor. The Cleaner will be required to show initiative and to effectively manage their own time.

### **3 KEY RESPONSIBILITIES**

- To ensure all areas of responsibility are cleaned and monitored as per schedule arranged by the Cleaning Manager.
- To ensure an adequate stock of consumables is maintained and to inform the Cleaning Manager when ordering is required.
- To respond to any unforeseen or emergency cleaning issues that arise.
- To work in collaboration with the caretaking department to ensure the common areas of the school are clean, tidy and ready to use.
- To respond to any other tasks allocated by the Cleaning Manager or Caretaking Supervisor.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

### **4 PERSON SPECIFICATION**

- Well organised individual.
- Cleaning experience in any establishment.
- Preferred experience within a school environment.
- Good adherence to Health and Safety practices.
- Ability to prioritise workload.
- Good communication skills.

### **HEALTH & SAFETY**

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

### **SAFEGUARDING**

UCS is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post including checks with past employers. The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening. All employees of UCS are required to submit to the checks undertaken by the Disclosure and Barring Service at the enhanced level of disclosure.

## **EQUAL OPPORTUNITIES**

UCS is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.