



Cobham Hall

Job Description
Cleaner



The UK's only Round
Square Boarding and Day
School for Girls aged 11-18



ABOUT THE ROLE

Responsible, under the direction of the Catering and Domestic Support Services Manager, individually or as part of a team to undertake the cleaning of designated areas within educational premises to ensure that they are kept in a clean and hygienic environment.

KEY TASKS AND RESPONSIBILITIES

- Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bin, polishing and dusting of the designated areas, (which may include toilets and shower areas), and fixture and fittings, using where appropriate, powered equipment.
- The movement of items of furniture.
- Duties may vary between term and closure periods.
- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and company instruments and regulations and other legal requirements.
- Follow Foundation recycling expectations.
- To perform other such duties as may be reasonably requested by your reporting manager.

PERSON SPECIFICATION

- Literate & Numerate
- Previous experience of cleaning in a work environment
- Ability to following cleaning schedules
- Ability to work to timed schedule
- Ability to achieve standards to performance criteria
- Positive approach to learning
- Self- motivated
- Sense of own initiative
- Ability to work as part of a team
- Flexible approach to role

PAY, BENEFITS AND HOURS

Salary: Competitive

Hours: 30 hours per week

Contract Type: 36 Weeks

Annual Leave: 25 Days (Pro Rata for Part-Time Staff)

Reporting Manager: Catering and Domestic Support Services Manager

The School also offers:

- Contributory Pension Scheme
- Comprehensive induction and on-going opportunities for Professional Development
- Use of the School fitness room, tennis courts and swimming pool
- Free onsite parking
- Lunches and refreshments provided
- Access to 150 acres of Grade II* designed parkland

CLOSING DATE FOR APPLICATIONS

09:00 ON WEDNESDAY 30 NOVEMBER 2022

“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school’s aim to develop each pupil’s potential in and out of the classroom.”

- ISI Report-



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the School website, Our Guidance Notes for Applicants can also be found on the website.

[View online page](#)

2

Your application form should be completed in full and returned to **vacancies@cobhamhall.com** by **9.00am on Wednesday 30 November 2022**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.

INFORMATION ABOUT COBHAM HALL

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's moto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

Our small class sizes ensure that each student is supported on their educational journey and enables lessons to be dynamic and engaging.

Our Headmistress, Mrs Wendy Barrett, took up this role in 2020 having previously held the post of Deputy Headmistress. Under her guidance, the School has developed an ambitious strategy to drive up standards and ensure that our students leave with the academic and character skills necessary to adapt to, and thrive in, an ever changing World.

In March 2021, Cobham Hall merged with the Mill Hill School Foundation, a merger that has opened up new opportunities for investment and collaboration. The School is currently consulting parents on the introduction of boys into the Sixth Form.

Full details of Cobham Hall's most recent inspections are available on our website at www.cobhamhall.com. In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received an incredibly positive report from CReSTeD.

For further details about Cobham Hall please refer to the School's website. The 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 a DBS check.





There is more in you than you think



Cobham, Kent DA12 3BL, United Kingdom
Tel: +44 (0)1474 823371
vacancies@cobhamhall.com
www.cobhamhall.com

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