



BREDON
SCHOOL

ACCOMMODATION SERVICES
ASSISTANT

APPOINTMENT BRIEF



About Bredon School

Bredon School is situated on a rural 84 acre site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Staff benefit from a friendly and supportive Common Room with regular opportunities for professional development. Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

Appointment of Accommodation Services Assistant

Supervised by: Accommodation Services Team Leader

The Accommodation Services team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each Assistant will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Team Leader staff will clean other areas as required.

The Accommodation Services Team Leader will monitor the cleaning as it is their responsibility to ensure the high standards of cleanliness are reached and maintained. From time to time the Headteacher / Bursar or Assistant Bursar – Estate will also carry out spot checks on any aspect of cleanliness they feel is appropriate.



Key responsibilities:

Daily:

Toilets / shower blocks / changing rooms:

- Clean lavatory basins with appropriate cleaning materials provided.
- Clean inside and outside surrounds of sinks
- Clean taps Refill toilet paper dispensers in each cubicle
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork where needed + Remove cobwebs
- Empty black sacks / rubbish bins
- Clean and mop floor with appropriate cleaning products
- Shower trays / glass cleaned daily
- Shower heads cleaned with appropriate cleaner
- Clean all pipe work and the back of toilets and under sinks 2.

Classrooms / Common Rooms / Music Rooms / Offices /Garden Cottage/ Staff Room / Library Areas:

- Vacuum (Spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, mop.
- Furniture / desks – damp dust, all removable furniture e.g. trolleys must be pulled out and cleaned under
- Fixtures & fittings – dust and damp wipe (incl, skirting, pipes, window ledges where needed)
- Bins – empty daily and wipe over
- Clean inside and outside surrounds of sinks Doors – remove marks from glass, doors and walls
- Clean telephones
- Wipe out all fridges
- Remove any cobwebs

Farm / Metalwork / Woodwork / Science Labs / Art Rooms

- Vacuum (Spot clean where necessary)
- Vacuum / sweep and mop boot room daily
- Hard flooring – dust control sweep or vacuum, mop daily.
- Furniture / desks – damp dust, all removable furniture e.g. trolleys must be pulled out and cleaned under
- Fixtures & fittings – dust and damp wipe (incl, skirting, pipes, window ledges where needed)
- Bins – empty daily and wipe over
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Remove any cobwebs

Corridors

- Hard flooring – dust control sweep or vacuum, mop
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl, skirting, pipes, window ledges)
- Polish brass door handles and door plates
- Doors – remove marks from glass, doors and walls



Stairs

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop, polish when required.
- Remove any cobwebs
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)Doors – remove marks from glass, doors and walls

Medical Centre / Home Economic Room

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect all work surfaces, kitchen units and tiles
- Polish mirrors
- Wipe windowsill
- Clean Lavatory and basin with appropriate cleaner provided
- Clean and mop floors
- Clean Telephones

Dorms / Common Rooms / Landing Kitchens

- Clean sinks inside and outside with appropriate cleaner
- Empty Bins daily and damp wipe monthly
- Furniture / desks – damp dust (all removable furniture must be pulled out and cleaned under monthly)
- Vacuum daily (spot clean where necessary)
- Remove marks from walls, doors, glass where necessary
- Polish mirrors
- Wipe Paintwork where necessary
- Wipe and disinfect all work surfaces, kitchen units and tiles
- Wipe out all fridges weekly
- Sweep and mop all hard surfaces daily

Any other appropriate duties as required by your supervisor:

- Extra duties may be required from time to time by your supervisor
- From time to time you may be asked to undertake unpleasant tasks as and when required.
- Change of areas are sometimes required

N.B this job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Full driving licence• Basic numeracy and literacy skills	<ul style="list-style-type: none">• Knowledge of fire procedures• Knowledge of Health & Safety & COSHH
Experience & Knowledge	<ul style="list-style-type: none">• Previous cleaning experience• Knowledge of cleaning equipment	<ul style="list-style-type: none">• Previous experience of cleaning in a school environment
Skills and Aptitudes	<ul style="list-style-type: none">• Punctual and reliable• Ability to carry out a range of manual cleaning activities to a high standard• Ability to work in an organised and methodical manner• Commitment to environmentally friendly cleaning methods• Willingness to undertake training required for the post	<ul style="list-style-type: none">• Safeguarding knowledge
Personal Attributes	<ul style="list-style-type: none">• Cheerful dispositionTeam player• Good communicator• Sense of responsibility• Willingness to maintain confidentiality on all school matters• Professionalism and integrity• Dedication and enthusiasm	