



ROYAL BALLET SCHOOL

HOUSEKEEPING ASSISTANT, Part Time

OVERALL PURPOSE OF THE POST

To be an integral part of the housekeeping and Operations team in helping to keep the School's premises clean and tidy at all times.

SUMMARY OF THE ROLE

This role will work closely with the Housekeeping Coordinator and team in order to keep the School's premises clean and tidy at all times. The successful candidate will have some experience cleaning commercially.

CONTRACT TERMS

Rate of pay	£10.66 p/h
Hours	Monday - Friday 7:00am – 1:00pm, 5.5 hours per day plus 30 minutes unpaid break. Flexibility will be required.
Location	White Lodge, Richmond Park (but willing to travel to all sites)
Annual Leave	30 days annual leave per annum
Other	While not a contractual commitment, White Lodge staff currently benefit from a scheduled minibus service to/from local stations during term time only.

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education (September 2016) and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

- To maintain a high standard of cleaning in all areas of the boarding houses, toilets & bathrooms and other School sites as required
- To ensure all cleaning is carried out using only the products and methods approved by the School
- To report any maintenance issues as and when necessary
- To carry out deep cleaning as and when needed
- To be aware and keep updated on Health and Safety, including knowledge of COSHH.
- Any other duties within reasonable scope of the job.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Experience of cleaning commercially or domestically
- Ability to work on own initiative
- Good knowledge of health and safety criteria with regards to cleaning/maintenance or the willingness to build on this
- Enthusiastic; willing to learn and responds well to guidance/ instruction
- Takes pride in their work; has good standards and is consistent
- Good work ethic; willing carry out tasks without being asked
- Willing to work as a team; interacts positively with team members and staff
- Basic time management skills
- Tidy and organised
- Can handle task rotation
- Highly punctual and reliable
- Good communication skills
- Basic literacy skills
- Compassionate and patient

DESIRABLE CRITERIA

- Previous experience of working in a school / educational environment
- An empathy with the aims and ethos of the School.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.