



MERCHANT TAYLORS'
School

Job description	
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 School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has some 965 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Evening Cleaner (Term time only)
Function	Support Staff
Reports to	Evening Cleaning Supervisor
Line management duties and responsibilities for	N/A
Summary of role	<p>To provide cleaning to designated areas within the School.</p> <p>To undertake any other duties as may be reasonably required and requested by your line manager to meet the School's priorities and demands.</p>
Main duties and responsibilities	<ul style="list-style-type: none">• Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.• Emptying litter bins, etc., and removing waste to designated areas.• Cleaning of toilets and changing rooms to the required standard where allocated.• Using powered equipment - vacuum cleaners.

	<ul style="list-style-type: none"> • Cleaning of working surfaces and other furniture as directed. • Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined. • To ensure that all housekeeping tasks are carried out to comply with the Health and Safety of yourself and others • To ensure cleaning stores, equipment and materials are always kept clean and tidy and are used in a cost-effective manner.
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master.</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> A relevant qualification, including NVQ's, BIC's or COPCS or COSHH Proof of any prior health and safety training 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Previous experience in a cleaning environment 	<ul style="list-style-type: none"> Previous experience of a similar role within a school 	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none"> Experience of working independently or working within a team. 	<ul style="list-style-type: none"> Use of floor buffers and various vacuum cleaners Ability to follow COSHH regulations Filling soap dispensers and changing toilet rolls 	Contents of the Application form Interview Professional references
Knowledge		<ul style="list-style-type: none"> Knowledge of cleaning chemicals and supplies, 	Contents of the Application form Interview

		<p>although relevant training will be provided</p> <ul style="list-style-type: none"> • Familiarity and compliance with sanitary and hygiene regulations, although relevant training will be provided 	Professional references
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Self-motivated but also able to work productively as part of a team • Ability to work in a flexible manner • Ability to listen and follow instructions • Discretion and a professional approach • Reliable and punctual 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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General Conditions

Start date	May 2025
Hours	20 hours per week (Term time only) Monday to Friday, 4pm – 8pm
Salary	£9,524 per annum
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays.
Other benefits	<p>15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria)</p> <p>(all of the above subject to eligibility criteria)</p> <p>Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees</p>
Closing date for applications	<p>Tuesday 22nd April 2025, 9am</p> <p>Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.</p>
Interviews to be held	w/c 28 th April 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).