

Cleaner/Laundry Assistant

Permanent, Part-Time

8 hours per week (Term-time+)

Required from May 2025

Society of Heads
Independent co-educational
Day and boarding
310 pupils (3-19 years)

Longridge
Towers School



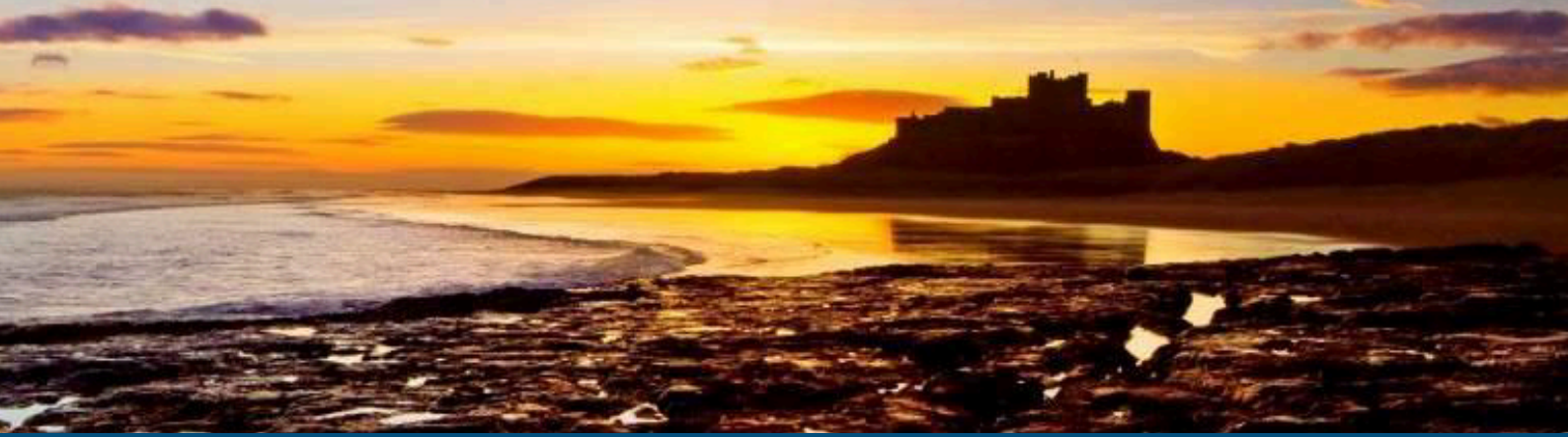


Longridge Towers School

Longridge Towers School is a small independent school set in its own beautiful, safe grounds; a perfect environment for pupils aged 3 - 19. We are a friendly and vibrant learning community, with high aspirations for the children in our care and the staff team that supports them.

Longridge is situated in North Northumberland, three miles from the picturesque town of Berwick-upon-Tweed.

The School attracts pupils from a wide geographical area on both sides of the English/Scottish Border.



Our Site and Location

We are fortunate to be surrounded by some of the most stunning and scientifically significant landscapes in the country.

Our pupils have access to pristine beaches scattered with fossils, while the coastal geology is internationally renowned. Just a short distance away, St Abbs Head and Seahouses are well known for their seabird breeding colonies, and boat trips to the Farne Islands offer unique wildlife experiences.

The River Tweed system has long been a hub for engineering innovation, exemplified by the nearby Union Bridge. We are also close to remarkable historical sites such as Bamburgh Castle, Alnwick, and Holy Island. As a school community, we are deeply enriched by these local treasures, and our pupils have countless opportunities to explore, appreciate, and learn from them.

Our onsite facilities include a library, science laboratories, a specialist music room, dedicated art studio, design centre, sports hall and an elegant Main Concert Hall as well as a theatre. Outside, the setting for our sports fields is breath-taking, with mature trees and open views across the Tweed Valley. We have extensive grass areas for rugby, hockey, cricket pitches, an athletics facility and we benefit from an all-weather sports pitch.

The grounds are also used as an outdoor classroom for science study, projects, nature watching, art and treats such as camps and treasure hunts, and of course our younger pupils always enjoy a Teddy Bear's Picnic.

Are you a flexible and reliable cleaner?

Longridge Towers School is recruiting for the role of Cleaner/Laundry Assistant, starting from May 2025, on a permanent, part-time basis (8 hours per week).

We are looking for a proactive, positive, and organised individual who takes pride in their work and is committed to maintaining a clean and welcoming environment across the school. The ideal candidate will be reliable, flexible, and able to work independently as well as part of a team.

Requirements:

- Previous cleaning and/or laundry experience is desirable but not essential
- Experience with cleaning products and equipment would be beneficial
- Knowledge of health and safety regulations in a cleaning environment

WORKING PATTERN

Working within a small team, the working pattern for this role is Monday - Friday 5pm - 9pm, working during term-time plus 20 days in the school holidays. Flexible working arrangements are available during the school holidays when there are no pupils on site.

RATE OF PAY

The rate of pay for this role is £12.21 per hour.



Cleaner/Laundry Assistant

Responsible to: Cleaning Supervisor

THE ROLE

The Cleaner/Laundry Assistant works as part of a team, and plays a vital role in maintaining a safe, clean, and hygienic environment for pupils, staff, and visitors. They are responsible for cleaning and sanitising classrooms, hallways, toilets, and other school facilities, ensuring that all areas are tidy and free from hazards. This includes tasks such as sweeping, mopping, dusting and emptying rubbish bins. In addition, they are also responsible for the School laundry which includes: washing, drying, ironing, and organising pupil's linens, uniforms, and other personal items, as well as washing and pressing the school table clothes.

RESPONSIBILITIES

- To deliver an effective cleaning service throughout all of the school buildings and for a range of users;
- To ensure that the school buildings, fixtures and fittings are cleaned to a high standard;
- To safely use chemicals and cleaning materials as instructed, following Health and Safety guidelines and the use of Personal Protective Equipment (PPE);
- To safely operate machinery used for cleaning hard and soft surfaces, such as vacuum cleaners and floor polishers following Health and Safety guidelines;
- To ensure School standards of hygiene and safety are met with regard to cleaning equipment and storage;
- To report any hazards, defects or any relevant factors of the building or environment safety that may be detrimental to safe working practices and normal school operations immediately;
- To work closely with other members of staff to ensure that any ad hoc work is carried out promptly;
- To ensure that all refuse disposal is made in accordance with the school's policy;
- To carry out the school laundry; bedding, towels, table linen; boarders personal clothing, etc
- To take reasonable care of your own health and safety at work;
- To take part in any training requirements;
- To maintain confidentiality and observe data protection and associated guidelines;
- To maintain regular, consistent and professional attendance, punctuality and personal appearance.

DUTIES

- Vacuum cleaning hard and soft floors;
- Spot cleaning of spillages;
- Wiping furniture, ledges, pipes, paintwork, doors and polishing glass and mirrors;
- Emptying and cleaning bins;
- Cleaning toilets, sinks and sanitary fittings and surrounds;
- Mopping and spray cleaning hard floor surfaces;
- Replenishing supplies in toilets, etc;
- Checking and closing windows, switching off lights;
- Such other duties as may be allocated from time to time.
- During periods when the school is on holiday, deep cleaning takes place and may include wall washing, high level dusting, shampooing carpets, washing curtains, etc.

SKILLS & KNOWLEDGE

- Ability to work as part of a team
- Ability to work effectively with minimal supervision
- Ability to follow instructions and adhere to cleaning schedules
- Flexible and adaptable to changing tasks or priorities
- Strong attention to detail and high standards of cleanliness
- Good time management and organisational skills

Whilst every effort has been made to explain the main duties and responsibilities of the position, it is impossible to identify every individual task which coordinators undertake. The management hope that the Cleaner/Laundry Assistant will assist with any reasonable request to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Headmaster and member of staff.

APPLICATIONS

All applicants must complete the School's application form; which is available from the School website: www.lts.org.uk.

Please submit your application to vacancies@lts.org.uk.

SAFEGUARDING

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. All appointments are subject to a satisfactory DBS Enhanced Disclosure and other safeguarding checks including checks with past employers.

EQUAL OPPORTUNITIES

Longridge Towers School is an equal opportunities employer and welcomes applicants regardless of age, gender, race, religion, disability, or sexual orientation.



Longridge Towers School



CARPE DIEM

Society of Heads, Independent co-educational, day and boarding
310 pupils (3-19 years)

www.lts.org.uk

01289 307584

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