

# stChris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

**A dynamic and  
rewarding place  
to work.**

Morning Housekeeper

6.00 – 9.30am, 37 weeks per annum

Apply by Friday 26 January 2024

Hello! Thank you for taking an interest in our Morning Housekeeper role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what the position of Morning Housekeeper involves, personal specification and salary information.



# Morning Housekeeper

## Salary

Actual £8,220.76, point 16 of professional services salary scale FTE 21,216.29

## Contract

Permanent, 06:00 – 09:30, 37 weeks per annum (term time plus one week)

## Department

Housekeeping

## Location

On-site, Letchworth Garden City

## Purpose of the Role

To ensure that a high standard of cleanliness and hygiene for staff and pupils are maintained throughout the school.

Each housekeeper is responsible for an area including corridors, common areas, toilets, office and other areas keeping them clean and tidy at all times. You will be responsible reporting health and safety or any hazards to the house services manager.

## Life at stChris

Staff members agree that St Chris is a warm and welcoming place to work where real connections are built and valued. Founded in 1915, there are currently around 550 pupils and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

As a Housekeeper you will work as part of a friendly, enthusiastic and hardworking housekeeping team.



**The team is very supportive – St Chris is like a home from home.**

**Yvonne**

Housekeeper of 15 years

”

# What will the Morning Housekeeper do?

Here's an overview of the Morning Housekeeper's responsibilities and how they will be involved in the day-to-day running of the school.

## Key accountabilities and responsibilities of the role

- Daily Cleaning in line with work schedules as set out by the house services manager.
- Keep classrooms, corridors, common areas, toilets, offices and any other areas designated clean and tidy, ensuring the highest standards are achieved at all times.
- To sweep floors, mop, vacuum carpets, dust, make beds as directed.
- Ensure that floor areas are maintained to a high level including reporting anything which may cause problems under Health and Safety.
- Ensure all rubbish is removed and recycled where possible.
- Supporting with daily laundry.
- To ensure that all students room areas are clean.
- Maintain daily all bathroom and toilet areas to a clean and hygienic standard.
- To assist in all before and end of term deep cleans.
- To ensure that you are aware of all COSHH regulations relating to any product used and to comply with the Personal Protective equipment at work regulations 1992.
- Report any defects or breaches of health and Safety to the Housekeeping Manager immediately; follow up any items, removing any broken items and replacing when required if possible.
- To assist in other areas within the department and School as properly directed by the House Service Manager from time to time.
- To create a safe environment by ensuring that agreed codes of practice are adhered to and to comply in particular with fire regulations in closing all fire doors after cleaning corridors.

## Other Duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all material.

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their line manager.





# stChris

## Person Specification



### Experience Required

The successful applicant must have knowledge of COSHH or willingness to learn fast. The post holder must also have good knowledge of health and safety in the workplace, data protection principles and equal opportunities.

### Personal Attributes

We encourage those with close attention to detail to apply for the Morning Housekeeper role. The postholder should have great organisational skills, be highly motivated and focused, have the ability to work under pressure, be physically fit and able to lift heavy weights and can work unsupervised but also as part of a small team.

## Benefits of Working at St Chris

“

**St Chris’  
beautiful grounds  
never fail to put a  
smile on my face.**

**Lucy**

Junior Admissions Registrar

”



## Collaborative Culture

Every day at St Chris for pupils and staff alike is exciting. Each day poses new opportunities for personal development and our non-hierarchical structure allows our people to have autonomy over their roles.

At St Chris, we call everyone by their first names and listen to every voice from the Monte (Nursery) to members of our Senior Leadership Team. We love sharing ideas and encourage ourselves and others to ask interesting questions.

As a school serving 3-18 year olds, we have an extensive history which dates back to 1915. Since this time, we have been known for our progressive and forward-thinking nature. We aren't afraid to do things differently if they benefit our school and pupils.

Staff members at St Chris agree that it is a warm and welcoming place to work where real connections are built and valued.

1

### Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

### Westfield Health Plan

Free Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

### Free Lunch

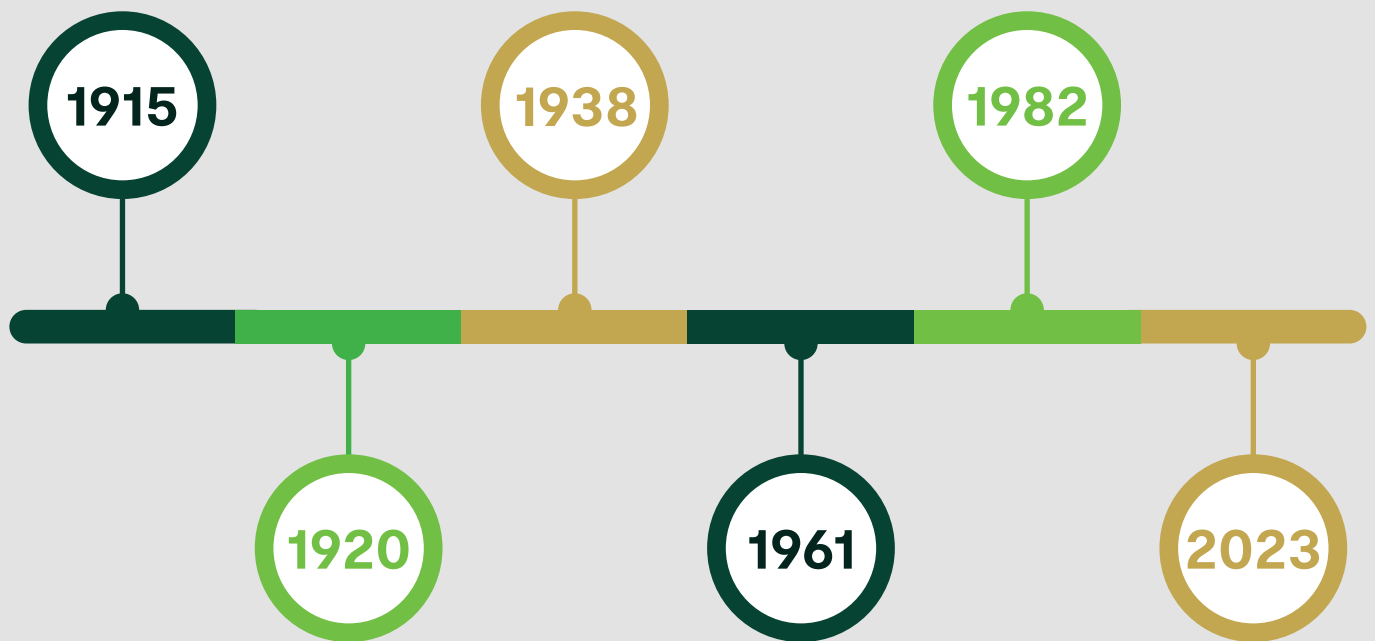
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

### Facilities

Access to the school's on-site swimming pool and gym.

# A Brief History of St Chris



## St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

## Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

## Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniform for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

## Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms are completed.

## Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade the enthusiasm of pupils allows an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

## Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



## Let's work together.

---

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at [www.stchris.co.uk/vacancies](http://www.stchris.co.uk/vacancies).