



ALDENHAM

SCHOOL

Housekeeper





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by a Head of Foundation and Heads of the three individual schools.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3-11 yrs) on the Aldenham Campus. St Hilda's School, Bushey, educates around 150 (girls only, 4-11 yrs) and Bluebird Nursery boys and girls (2-4 yrs) is based on a separate site around 4 miles away

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

ALDENHAM

School Aims

Aldenham School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- Attentive and committed learning and teaching
- Wide opportunities for participation and experience beyond the academic curriculum
- The highest standards of pastoral care
- The development of every individual child to realise and exceed their potential
- The development of personal qualities in its pupils which will enable them to be widely admired beyond the school itself
- A sense of community in which pupils, staff, parents and governors can take pride and be valued

OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our pupils. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.

Housekeeper

Reports to: Matron

Summary and main purpose:

To undertake cleaning duties to maintain a high standard of cleanliness within the School Boarding houses, residential properties and communal areas across the Foundation site.

The key tasks of the role are:

- Daily cleaning of allocated areas in line with specified standards and as directed according to schedule of work provided.
- Operate/ use domestic and industrial cleaning materials and equipment, following appropriate training and direction
- Store allocated equipment and materials safely and securely
- Perform duties in line with health and safety (COSHH) guidelines and take action where hazards are identified, report serious hazards to line manager immediately.
- Emptying bins and ensure rubbish is disposed of safely and as directed.
- Vacuum/carpet/mop floors
- Wipe down/dust/polish furniture and windowsills, skirting boards and ledges etc.
- Check and fill dispensers as required (i.e. paper towels, toilet paper, soap etc.).
- Assist with washing and ironing as directed.
- Undertake specialised cleaning schedules during school closures or other designated periods.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. The successful applicant will have to consent to safeguarding checks being carried out which will include two references being taken and a Disclosure and Barring check.

PERSON SPECIFICATION:

Experience/Knowledge	Essential	Desirable
Knowledge of cleaning processes	✓	
Knowledge of Health and Safety guidelines to ensure the safe use of equipment and materials	✓	
Skills & Attributes	Essential	Desirable
Strong communication and interpersonal skills	✓	
Flexible approach and willingness to adapt to changing environment	✓	
Ability to work effectively as part of a team	✓	

BACKGROUND TO

Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website www.aldenham.com.



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

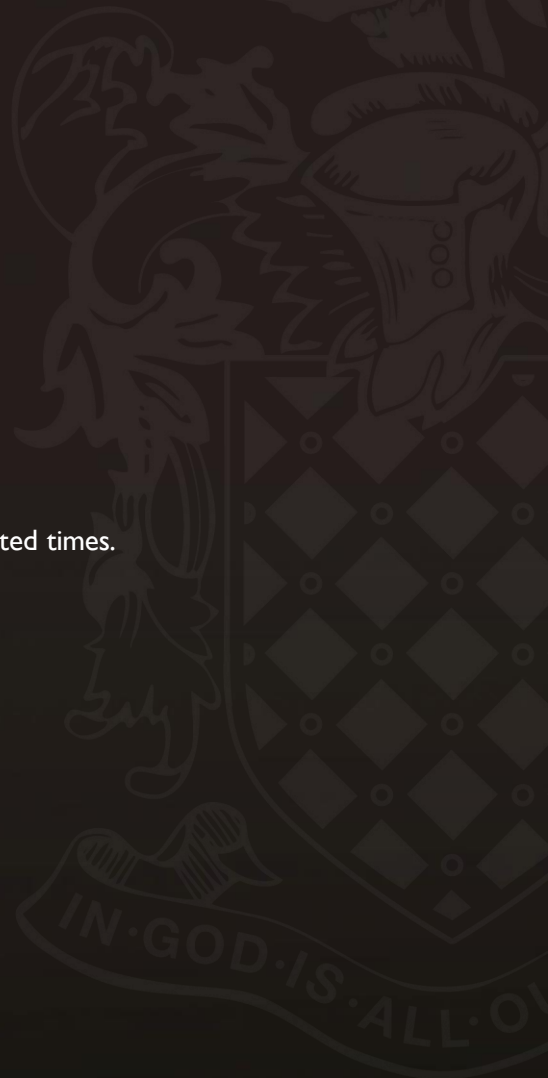
Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.
- Employee Assistance Programme.





ALDENHAM

SCHOOL

Aldenham School
Elstree, Hertfordshire, WD6 3AJ

+44 (0)1923 858122
enquiries@aldenham.com

www.aldenham.com

PART OF THE ALDENHAM FOUNDATION

