



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

VIDETE BONA DOMINI

## **Housekeeper Advert**

**Salary:** £22,500 full time equivalent (£10,737 actual)

**Start Date:** asap

**Contract Length:** Fixed Term until 31 August 2025 with potential to extend

**Working hours:** 20 hours per week (10am - 2pm or 10.30am - 2.30pm). 39 weeks per year (Term Time + 5 Inset days)

We seek to appoint a Housekeeper to work alongside our Site Team to ensure that college facilities are kept clean, sanitised and tidy ensuring a safe and secure environment for students and staff.

The role will include:

- Checking toilet areas to ensure they are clean and tidy, replenishing supplies and maintaining a daily log of checks
- Checking of staff workrooms/kitchens to ensure they are clean and tidy, replenishing supplies and loading/unloading dishwasher as required
- Maintaining Reception area clearing rubbish or leaves
- Ensuring outside areas are clean including emptying outside bins and litter picking as required
- Responding to ad hoc requests such as mopping up spills, clearing of Health and Safety hazards
- Reporting defects or hazards to the Site Manager

St Richard Reynolds Catholic College is a vibrant community consisting of a federation of two Outstanding schools: SRR Catholic Primary School and SRR Catholic High School which includes a Sixth Form. Our community is a place where our young people come first, are loved, listened to, challenged and inspired. The College is part of the Ascension Catholic Academy Trust. Further information can be found on the Trust website - [The Ascension Catholic Academy Trust - Home](#)

While we ask you to support our Catholic ethos, being a practising Catholic is not a requirement, we welcome applicants from any background.

In return for your commitment and passion, we offer:

- a stimulating, supportive and rewarding working environment
- funding for higher level qualifications such as Masters, HLTA and department specific research and development.



Clifden Road • Twickenham TW1 4LT • 020 8325 4630  
[www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) • @stRRCCollege

Principal: Richard Burke BSc MA  
Diocese of Westminster



**ASCENSION**  
CATHOLIC ACADEMY TRUST

- book clubs for those who want to join together with professionals to discuss research and new thinking.
- flexibility with life requests, such as a close family wedding or significant moments in your children's school career.
- shared staff spaces that are inviting, including tea, coffee and fresh fruit.
- a longer Autumn half term so that staff can take a longer rest at a less expensive time within the longest term.
- a range of employee benefits including Cycle to Work Scheme, Employee Assistance Programme
- Local Government pension scheme

Full details and an application form can be downloaded from our website:

<https://www.strichardreynolds.org.uk/our-college/work-at-srr>

Please also get in touch if you would like to talk in more detail about the role or pay us a visit.

Please send the CES application form including contact details for two references and a covering letter to: [recruitment@srrcc.org.uk](mailto:recruitment@srrcc.org.uk) by **10am Monday 11th November 2024**

Start date: asap (we appreciate you may need to complete a notice period, therefore we would wait for the best applicant).

*Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for these positions.*

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS check.*