

# JOB PACK

## Cleaner

**Monday to Friday 4.00am – 7.00am (term time plus)**

We also have the following shifts available at the senior school in Abingdon:

Monday to Friday	5.30am – 9.00am	(term time plus)
Monday to Friday	9.00am – 12.30pm	(term time plus)
Monday to Friday	5.30pm – 8.30pm	(term time plus)
Sunday only *	5.30am – 8.30am	(all year round)

\* Sundays are paid at double time

The term time plus roles are for 40 weeks per year  
(34 weeks term time plus 6 weeks in school holidays)



From the Headmaster: Craig Williams, MA (Oxon), P.G.C.E.

## Message from the Headmaster, Craig Williams

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, [www.abingdon.org.uk/prep](http://www.abingdon.org.uk/prep), as this will tell you a lot about us and give you a taste of the atmosphere. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent all boys' day school with around 250 boys aged 4 to 13. Abingdon Prep, along with Abingdon School, forms the Abingdon Foundation. We employ around 300 teachers and support staff across the Foundation. The Board of Governors oversees both establishments.

Admission is by selection and we are a popular choice for aspirational and supportive families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (extra-curricular) programme we offer. All colleagues participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. Our boys currently sit Common Entrance in Year 8 (although as of Sept 2018, this will change and the Abingdon Prep Plus award will replace it). Approximately 85% of the boys go onto Abingdon School. Boys also enter Radley College, Magdalen College School, St Edward's School and Cokethorpe amongst others. In 2017 five boys achieved academic scholarships to Abingdon School, which for the sixth year in a row included the top academic scholarship. In addition Art, Drama, Music and Sports Scholarships were gained by pupils going to Abingdon School plus two Academic Scholarships to Magdalen College School, an Art Exhibition to St Edward's School and a Music Scholarship to Radley College. We pride ourselves on having a strong community ethos and all families and staff play their part in making our School feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well maintained playing fields, a new Astro turf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. We are extremely well resourced in every area.

The typical Abingdon Prep boy is engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables boys to push their own limits and reach their potential. Colleagues enjoy teaching here and the boys appreciate the calibre of their teachers. It is a very happy School.

The School day runs from 8.25 am to 3.30pm or 4.10pm, with there being Other Half activities at lunchtime and until 5.15pm. All teaching staff are expected to contribute fully to the Other Half programme throughout the week. Teaching staff will need to be available from time to time on a Saturday for Open Days, some sports fixtures, the Christmas Bazaar and Sports Day, and also after school for Fireworks Night, the Carol Service and other parent events.

We are a thriving, happy school and we look to the future with great excitement and pride. I am always looking for high calibre professionals, who love teaching, to join us and work with our wonderful boys.

I do hope that you will apply. I recognise that much time and thought goes into preparing an application and please be assured that we in turn, will give your application serious consideration. I look forward to hearing from you.

Craig Williams  
Headmaster

Josca's House, Kingston Road, Filford, Abingdon, Oxfordshire, OX13 5NX

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[www.abingdon.org.uk/prep](http://www.abingdon.org.uk/prep)



## **CLEANING STAFF BENEFITS**

### **Childcare Vouchers**

The Abingdon Foundation operates a salary sacrifice childcare voucher scheme through Co-operative Flexible Benefits.

### **Death in Service**

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

### **Employee Assistance Programme**

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

### **Foundation Grant**

Qualifying employees are eligible for a discount (of up to 50%) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

### **Parking**

Free parking for staff is available on site.

### **Pension**

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates with effect from 1 June 2017 are 2% employee and 4% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

### **Sports Centre Membership**

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

### **Ultimate Activity Camps**

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk).



## **JOB DESCRIPTION**

### **CLEANER**

**Reports to:** Deputy Cleaning Supervisor

#### **Job Purpose**

The job holder's overall objective is to clean designated areas of the school to the required standard.

#### **MAIN DUTIES & RESPONSIBILITIES**

- To clean a range of school areas as stipulated within a timescale and to the required standard. Areas include:
  - Pupil bedrooms
  - Common rooms
  - Bathrooms, showers and toilets
  - Kitchens and pantries
  - Communal areas and public spaces
  - Staircases
  - Teaching and study areas
  - Off-site school property
  - Sports Centre
- To carry out cleaning duties:
  - On a variety of surfaces
  - In a variety of buildings and at different floor levels
  - Floors, worktops, shelves and on top of furniture
  - Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters
  - Using a range of non-hazardous cleaning products in accordance with instructions and training
- To use specialist cleaning equipment such as steamers, carpet cleaners, scrubber dryers and rotary machines in accordance with instructions and after completing additional training.
- To carry out deep cleaning of allocated areas as required, for example: at the end of term before term starts and after building works or maintenance tasks.
- To ensure that stocks of cleaning products are maintained.
- To strip and make beds.
- To empty bins and carry bin bags to designated collection points.
- To comply with statutory requirements and school policies by:
  - Carrying out duties in accordance with training and instruction received
  - Using appropriate personal protective equipment and safety equipment
  - Using the appropriate colour coded mops, buckets and cloths as instructed during training
  - Using only cleaning products and equipment supplied by the school

- Informing the Area Supervisor, Cleaning Staff Supervisor or Health & Safety Officer of any potential hazard or danger
  - To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work
  - Reporting all accidents
- To report all maintenance requirements to the Area Supervisor.
  - To report possible welfare issues to the Boarding House Matron or Area Supervisor (for example, where you have been unable to gain access to a room, a pupil says they are not well or a pupil reports a problem to you).
  - To attend and take part in all in-house training and staff meetings.
  - To be willing to work in all areas of the school to cover for other staff on holiday or sick leave.
  - To undertake any other reasonable duties or provide any other reasonable service as requested by the Area Supervisor or Cleaning Staff Supervisor.

This is not an exhaustive list of duties and the job holder should expect variances in job content to help achieve the efficient running of the school's facilities.

## **PERSON SPECIFICATION**

### **Essential**

- Punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Be flexible to changing demands of the post.
- Take pride in a job well done.
- Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery.
- Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams.
- Ability to demonstrate an understanding of why Customer Care is important in employment and service delivery.
- Have an awareness of, and display a commitment to, the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Preparedness to undertake any training relevant to your role.
- Mental and physical fitness to carry out the duties of the post.
- Able to communicate clearly, understand and follow instructions.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

### **Desirable**

- Experience of undertaking general cleaning duties.

## **RATE OF PAY**

£8.47 per hour.

## HOW TO APPLY

To apply for this position you will need to complete an application form. To apply electronically please register on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com> and complete the application process. Alternatively, candidates who would prefer to complete an application form by hand should contact the HR Department on 01235 849136 to request a copy by post or email. Application forms will also be available to collect from the school reception on Park Road, Abingdon, OX14 1DE.

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous five years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

## Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

## Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's safeguarding guidelines, which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Abingdon School Website.

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the DBS and the Police and/or the Local Authority Designated Office (LADO) will be consulted. If the individual is a teacher, a referral may also be made to the National College of Teaching & Leadership (NCTL).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer