



**Rosebery School**

Excellence. Endeavour. Opportunity.

# **Daytime Janitor/Lunchtime Supervisor Application Pack**

**Closing date: 9.00am Thursday 18 October 2018**

**To start: As soon as possible**

## Suitable for NQTs: N/A

Dear colleague

Thank you for your interest in working at Rosebery School, a highly successful, oversubscribed and vibrant girls' 11-18 school with 1470 students, including 280 in the Sixth Form. We are seeking to recruit dedicated Examination Invigilators who will be employed on a casual basis to supervise students taking both internal and external exams throughout the year.

In 2018 88% of our students achieved a Grade 4 or above in both English and Mathematics GCSE and at A Level a third of our entries were graded at A\* or A. In addition to securing exceptional levels of attainment, the progress made by our students places us comfortably in the top 10% of schools nationally. Our approach with disadvantaged students has been acknowledged by the DfE and by the award of the Inclusion Mark. **In May 2017, Ofsted graded the school as 'Outstanding' in all areas.**

We are fortunate that our girls want to learn and we enjoy the support of our parents, who rightly have high expectations of our work with their daughters. At Rosebery, students choose their options in Year 8 and take a bridging year in the options they have selected to help them more readily manage the rigour of the new GCSE courses. Over half of our students choose to stay with us into the Sixth Form. We achieve outstanding outcomes for our students as a result of our clarity of purpose, our commitment to individual support and the hard work undertaken by all members of our community, including our students who are a delight to work with.

At Rosebery we strive to inspire and support every member of our community to achieve **excellence** through a love of learning and a desire to succeed. We challenge ourselves to continually improve and understand that **endeavour** and effort are central to meeting the highest of expectations. We are committed to creating a happy, purposeful and secure environment which provides the **opportunity** for all to develop and grow; to build confidence and self-belief; and to be enriched and stimulated so that we can all contribute significantly and positively to the Rosebery community and beyond.

New members of our team have an opportunity to make a considerable impact on the future direction of this school, and the GLF Schools Trust, the Multi-Academy Trust that we joined in September 2017. Rosebery School enjoys a very positive working environment and many staff remain with us for lengthy and progressive careers. We pride ourselves on developing individuals through a comprehensive Continuing Professional Development programme and we aim to create opportunities for all colleagues to follow a pathway into leadership, if they wish. In a recent staff survey 100% of respondents said that Rosebery School is a good place to work and that the school is well led. As with all educational organisations, we have high expectations of those who are employed here and in return we provide a supportive and interesting atmosphere within which to work and a full range of staff benefits.

The responsibilities of our positions are significant, but our staff are well-supported. Our Leadership Team maintains an open-door policy and as a staff we seek to work collaboratively to share good practice and to offer mutual support.

Our coaching programme, for which we have been awarded the Gold Coachmark, exemplifies our approach to personal and professional development. All staff follow a personalised professional learning programme which, as well as coaching, includes the opportunity to join our #RoseberyReads research and development group, to attend our regular TeachMeets, or begin a Leadership Development programme run by the Headteacher.

Working at Rosebery is challenging and stimulating and you will be joining us at a very exciting stage of our development where you will be able to **make a real difference** to the way we deliver education for our students.

You will find more information about us on our website [www.roseberyschool.co.uk](http://www.roseberyschool.co.uk). I very much hope that you will decide to apply and I look forward to meeting you. If you have any questions or would like to visit the team please contact Mrs Lesley Broome, HR Officer at [lbroome@rosebery.surrey.sch.uk](mailto:lbroome@rosebery.surrey.sch.uk).

Ms Ros Allen  
Headteacher

## Ten very good reasons to join the staff at Rosebery School

- 1. Our students are a joy to work with and achieve outstanding results at every key stage.** The school achieved a Progress 8 score of 0.61 and an L3VA figure of 0.01 in 2018, Ofsted stated in May 2017 that *'pupils achieve exceptionally strong outcomes in all year groups and in all subjects as a result of **consistently inspirational teaching.**'* Please do take a look at our latest school performance figures on our website.
- 2. We are a diverse and inclusive community** whose members treat each other with respect and kindness. Ofsted in May 2017 highlighted that *'pupils' behaviour and attitudes to learning are exemplary'* and that *'the warm and nurturing climate enables all pupils to feel safe and to flourish'.*
- 3. A personalised professional learning programme** is in place for every member of staff including coaching, mentoring, a menu of twilight sessions, Teachmeets, and leadership development projects. The award of the Gold Coachmark highlights the quality of the coaching programmes on offer to staff led by our coaching team, which over half the staff have opted to join. All NQTs join us at the end of June prior to their first term in teaching and we carefully plan induction for all staff.
- 4. Many staff members have been internally promoted.** As a large school we are able to offer additional responsibilities to colleagues every year, some with incentive allowances attached and some with time. As a result many staff have been internally promoted, including onto the Leadership Team. Every term a number of Middle Leaders are invited to join the Extended Leadership Team on a rotational basis to extend their experience. Our membership of the GLF Schools Trust has also served to provide significant opportunities for colleagues who support work in the other seven secondary schools as MAT subject leaders.
- 5. Close collaboration** with our feeder primaries, neighbouring secondaries and MAT partners ensures that there are many opportunities to work with colleagues in other schools, and to become involved in our school to school support programme.
- 6. We lead the GLF Surrey SCITT, as well as being a partner in the GLF School and Coombe Girls' Schools Teaching Alliances and have been identified as a Beacon School for training by Roehampton University.** Colleagues, therefore, have the **opportunity to lead training for trainees across the local area, or to benefit from the vast experience of our mentoring team** who support the large number of SCITT and PGCE trainees who come to Rosebery each term.
- 7. Children of staff are given priority in our admissions policy.** Children of staff who have been employed by our very over-subscribed school for two years or more are given priority in our Admissions Policy over those applications from 'nearest school'.
- 8. Our Leadership Team has an open door policy** and believes in the importance of getting into classrooms to support teaching and learning. Members of the leadership team are accessible to all staff and students. There are many opportunities for staff to influence the strategic direction of the

school through the Staff Consultation Group and numerous working parties which address specific issues, including staff well-being and work-life balance.

- 9. We employ cover supervisors and dedicated administrative support staff** to ensure that teachers at Rosebery are able to use their non-contact time for planning, marking and feedback.
- 10. There are many extra-curricular opportunities** for colleagues and students. Our staff sports club on a Friday afternoon is very well attended in our Sports Hall, our well-equipped fitness suite and sometimes on our local golf course! Places are always offered to colleagues to join trips to Japan, the Alps, Spain, America, CERN and Germany and our staff inspire our youngsters to participate in a huge number of activities including clubs and fixtures in all sports, the Duke of Edinburgh Award, the National Citizen Service, the annual school production, Amnesty International, Maths Challenges, Rotary Young Chef of the Year, our space balloon project, Rag Week, our Summer School, House Challenges, International Day of Languages, Young Enterprise and many more.

## Daytime Janitor/ Lunchtime Supervisor: Job Description

(Please note that, owing to the nature of the work, this position is open to females only)

**Responsible to:** Site Manager

**Hours:** 20 hours a week; 10.30am to 2.30pm (can be flexible for right candidate), 39 weeks of the year

**Salary:** G1/G2 £16,353 - £16,496 FTE (£7,745 - £7,812 pro rata)

<b>Location</b>	Rosebery School, Epsom, Surrey	<b>Travel Required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>Janitorial services during the school day, including the cleaning of the cloakrooms and maintenance of supplies within the site's cloakrooms, and the supervision of the cloakrooms during break and lunchtime. Supervision of the school canteen may also be required at times throughout the year at lunchtime.</li> </ul>			
<b>Key accountabilities</b>			
<b>Main duties</b>			
<ul style="list-style-type: none"> <li>Maintain a good standard of cleanliness in the cloakrooms during the school day.</li> <li>Ensure that soap and toilet tissue are replenished in all the cloakrooms.</li> <li>Order new supplies, ensuring a regular supply of toilet tissue, soap and cleaning materials.</li> <li>Keep the student toilets free from litter or rubbish and take any lost property to the general office.</li> <li>Operate as a point of contact for students at break time and supervise students in the cloakroom during the school lunch break.</li> <li>Accompany contractors for cloakroom services whilst on site.</li> <li>Report any graffiti, damage or maintenance issue to the site manager.</li> <li>Supervision of the school canteen as is required throughout the year.</li> <li>Maintain a clean and tidy welcoming staffroom.</li> <li>Work as part of the premises team when required.</li> </ul>			
<b>Whole school responsibilities</b>			
<ul style="list-style-type: none"> <li>Participate in the discussion of whole school policies and to participate in the implementation of school policies and practices.</li> <li>Actively pursue professional development.</li> <li>Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.</li> <li>Undertake reasonable additional tasks as required to support the needs of the school.</li> </ul>			
<b>Work Context</b>			
<ul style="list-style-type: none"> <li>The post holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. The post holder will work under the direction of the post holder's Line Manager but will be required to use initiative and be capable of self-directed work.</li> <li>The post holder will be required to maintain a strict level of confidentiality.</li> <li>The post holder is not required to be responsible for any budget or expenditure but will be expected to make a contribution to cost effectiveness through the role undertaken and management of school resources.</li> </ul>			

- The post holder is required to be professional and business like at all times and maintain professional relationships with colleagues, students and parents.
- We expect all members of our community to demonstrate respect, honesty and kindness and to believe in the limitless potential of people.
- This profile reflects the policies of the Governors of this school.

#### **Accountable to**

- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### **Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

## Daytime Janitor/ Lunchtime Supervisor: Person Specification

	<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Q1	Level 2 or above in English (e.g. GCSE At grade A* to C) or able to demonstrate equivalent level of ability	√	
Q2	Level 2 or above in office skills (word processing, spread sheets, databases) or able to demonstrate equivalent level of ability		√
	<b>Experience</b>		
E1	Experience of providing customer focused services	√	
E2	Experience of working in a team and supporting colleagues to meet workload demands and deadlines	√	
E3	Experience of working within an educational setting		√
	<b>Skills/Abilities</b>		
S1	Excellent interpersonal skills	√	
S2	Ability to communicate effectively and clearly with a wide range of people	√	
S3	Ability to undertake a range of tasks at any one time and manage regular interruptions	√	
S4	Punctuality, reliability and able to work effectively without direct supervision	√	
S5	Ability to work under pressure and maintain a sense of humour and perspective	√	
S6	An understanding of and patience with young people		√
S7	Ability to use initiative and be innovative in resolving issues	√	
S8	Ability and willingness to work as part of a team, approachable and responsive to needs	√	

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## Making an Application

The post is part time (hours as and when required) commencing as soon as possible. To make an application for the role, please download a copy of our Application Form and Equality Monitoring form. The forms should be saved under new file names before editing.

Your completed application should include the following documents:

- Fully completed Application form
- Equality Monitoring Form
- Additional supporting statement

**Please complete and return the application form by the closing date** which is 9.00am on Thursday 18 October 2018. Your application can be either uploaded to the Eteach.com website, emailed to [jobs@rosebery.surrey.sch.uk](mailto:jobs@rosebery.surrey.sch.uk) or sent by post to the main school address for attention of the HR Officer. In the event of difficulty, please email Lesley Broome, HR Officer, [lbroome@rosebery.surrey.sch.uk](mailto:lbroome@rosebery.surrey.sch.uk).

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. If you have been shortlisted for interview we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements.

Please note due to high numbers of interested candidates, applications will not be acknowledged and we will only contact candidates whose applications are shortlisted to attend interview. Applicants should be aware that we have a No Smoking Policy and therefore smoking is not allowed anywhere on the school site.

If you do not hear from us, then you may assume that your application has been unsuccessful on this occasion but we should like to thank you for your interest in working at Rosebery School.

### References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and **not from the same organisation or employer**.

All referees should have known you for at least one year or more and cannot be a spouse, partner, friend or relation or someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

### Safeguarding

Rosebery is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identity (eg passport, driving licence, P60/45).

Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration.

### **Data Protection**

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

### **Equality and Diversity**

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form. This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.

Any information provided on the Equality & Diversity Monitoring Form is treated as 'sensitive' data. The monitoring of this data will enable the school to be aware of the makeup of its employees so it can then support, help and provide advice to employees where needed.