Parkstone Grammar School
Sopers Lane, Poole, Dorset, BH17 7EP
01202 605605
recruitment@parkstone.poole.sch.uk

Parkstone Grammar School

Part Time Cleaner

Applicant Pack



Headteacher's Welcome

As the Headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are immensely proud of our strong reputation for combining excellent pastoral support with high-quality teaching to achieve the very best outcomes for our students. Everyone who works at Parkstone is deeply committed to placing students at the heart of all decision-making.

We offer an impressive, broad and balanced academic curriculum at GCSE and A Level, complemented by an extensive range of extra-curricular and enrichment opportunities. Sporting excellence, musical performance, national competitions, and creative activities all flourish here, nurturing the whole child and supporting the well-rounded development we value so highly.

Parkstone Grammar School is a six-form entry selective girls' school with an intake of 192 students into Year 7 and a thriving Sixth Form of nearly 300 students. As a stand-alone academy, we are proud of our independence, yet we benefit greatly from collaboration with Poole Grammar School for Boys, which enables us to offer an outstanding range of A Level subjects. We are also an active member of a formal partnership of South West grammar schools, the South West Academic Trust (SWAT), sharing best practice and innovation.

Our most recent Ofsted inspection in May 2025 rated the school as Good with Outstanding for student behaviour and attitudes, and we continue to build on those strengths. Our financial position is strong, allowing us to invest significantly in our estate and facilities, creating modern, inspiring, and welcoming teaching and learning environments.

Our core values — Commitment, Courage and Compassion — underpin all that we do. They guide our mission to provide an education that not only inspires and empowers our students, but also equips them with the confidence, adaptability and ambition to thrive in an ever-evolving world.

At Parkstone, we believe that our staff are our greatest strength. We deeply value their expertise, commitment and care. The dedication of our teachers, support staff and leaders ensure that every student is known, supported and challenged. We are proud of the collaborative, caring and ambitious professional community that defines our school.

This is an exceptional opportunity to be part of a thriving and forward-thinking school, helping to shape the lives of our remarkable young people and the dedicated staff who support them.

We look forward to hearing from you.

Anna Collins, Headteacher



Commitment Courage Compassion

Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Commitment, Courage and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



Commitment Courage Compassion

Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities





Commitment Courage Compassion

Safeguarding

Parkstone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via gov.uk. Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.





Commitment Courage Compassion

Equality and Diversity

We are committed to maintaining a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. We recognise that equality will only be achieved by the whole school community working together – our pupils, staff, trustees and parents/cares.

We recognise that we have duties under the Equality Act 2010 in relation to the school community to eliminate discrimination. Advance equality of opportunity and foster good relations in relation to age (applicable only to staff), disability race, gender (including issues of transgender), maternity and pregnancy, religion and belief, sexual orientation and marital status (applicable only to staff).

We also recognise that we have a duty under the Education and Inspections Act 2006 to promote community cohesion, i.e. developing good relations across different cultures and groups, which is also covered within our spiritual, moral, social and cultural activities.

We also appreciate that these duties reflect the international human rights standards as expressed in the UN Convention on Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

- All pupils, families and staff are of equal value
- We recognise and respect difference
- We foster positive attitudes and relationships, and a share sense of cohesion and belonging
- We observe good equalities practice in relation to staff
- We aim to reduce and remove inequalities and barriers that already exist
- We consult and involve ensuring views are heard
- We aim to foster greater community cohesion
- We base our practices on sound evidence
- We set ourselves specific and measurable equality objectives



Benefits

Parkstone is pleased to be able to offer all staff members:

Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Specsavers voucher for eye test and amount towards glasses if needed for DSE use.
- Four additional non-teaching days throughout the year, allowing for department planning time.
- Two disaggregated INSET days, allowing for an earlier finish at the end of the Summer term.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

Flexible Benefits

- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme







Commitment Courage Compassion

Job Description

£12.65 gross per hour (aged under 21)

£13.28 gross per hour (aged over 21)

Hours of Work:

The normal working hours for this post during term-time are 10 per week, worked Monday to Friday 6.15 am – 8.15 am or 3.15 pm - 5.15 pm. There is an additional requirement to work some of the school holidays.

The postholder will be required to work 40 compulsory hours during school holidays to fit in with the requirements of the school; further details will be provided at interview.

Relationships:

Responsible to:	Cleaner in Charge and Site Manager/Caretaker
Regular contact with:	Cleaner in Charge, Site Manager/Caretaker and other cleaners regarding cleaning duties
General liaison with:	Other school staff

The post holder will have no supervisory responsibility other than assisting with work familiarisation of peers and new recruits.

Main Job Purpose:

1)Carry out the cleaning of the interior of the school to an agreed standard under the direction of the Cleaner in Charge or Site Manager/Caretaker.

2)Ensure the highest standards of cleanliness and general hygiene of the school premises.

Main Responsibilities and Duties:

1)Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.

2)Be aware of Health and Safety issues around the building and work in accordance with safe practices and Health and Safety legislation.



Commitment Courage Compassion

3) Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Cleaner in Charge or Site Manager/Caretaker.

4) Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.

5) Complete any appropriate records or documentation required by the school.

6) Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.

7) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility involved.

8) Comply with all decisions, policies and standing orders of the school and with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

9) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed policy.

Work Environment:

1) Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.

2) The cleaning duties will be undertaken indoors on school premises. On occasions this may include cleaning up of bodily fluids.

3) In addition to cleaning, some lifting may be required.

4) Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.





KNOWLEDGE AND SKILLS

Qualifications, Experience and Training

- No formal qualifications or experience required
- Initial training in basic cleaning methods and use of materials and equipment will be provided within the induction period; further training may be provided thereafter as required

Attitude, Motivation and Ability

The post holder will be expected to:

- Be self-motivated
- Take a pride and interest in his or her work
- Have good interpersonal skills and to be able to work co-operatively within a team
- Have the ability to handle confidential information with discretion

Knowledge

The post holder will be expected to familiarise themselves with:

- The Staff Handbook, including the policies and procedures contained within
- The school's Fire and Emergency procedures
- The school's Child Safeguarding procedures

Other Requirements

·To share the school's commitment to Equal Opportunities
·To undertake an Enhanced Disclosure check by the Disclosure & Barring Service





Commitment Courage Compassion

Applying for the Part Time Cleaner post

Candidates should apply by school application form only.

We encourage early applicants for this post.

We reserve the right to close this post early should a suitable candidate apply before the deadline date.

Closing Date: 9.00am Monday 30 November 2026

Interview Date: To be confirmed



Commitment Courage Compassion

Contact us

If you would like more information about Parkstone Grammar School please email recruitment@parkstone.poole.sch.uk

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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