



# SHERBORNE BOYS

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses accommodating a total of about 600 boys (aged 13-18).

## JOB DESCRIPTION

### **Sherborne School Recruitment and Selection Policy Statement**

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

<b>Job Title:</b>	Cleaner
<b>Location:</b>	Sherborne School. (Although you will be based at Sherborne School, you may be required to work at other sites across the Sherborne Schools' Group.)
<b>Reporting to:</b>	Services Manager (will be directed in daily duties by the Shift Supervisor)
<b>Hours of Work:</b>	40 hours per week for working 39.4 working weeks. Hours of work to fall between to be 6.30am and 3.30pm (less 2 x 30 minutes' unpaid break each day) 5 days out of 6. This is a term-time only role 39.4 working weeks which includes working school term time plus the full week before and after the beginning and end of each term as well as working 2 weeks during the school holiday periods. Flexibility in hours may be required on occasion to meet the demands of the post, including House functions and Commem.
<b>Salary:</b>	Salary £22,050.00 per annum (£12.25 per hour), which includes payment for 39.4 working weeks, plus 5.6 weeks' holiday pay. Hours worked on a Saturday will be paid at time and half (£18.38 per hour) upon receipt of an authorised timesheet. Salaries are paid monthly in arrears direct into your nominated bank account and are usually reviewed annually in September.
<b>Holidays:</b>	The post-holder will be able to take all Sherborne School annual holidays except for the full week prior to the beginning and the full week following the end of each term, and two other weeks during the School holiday periods, when you will be required to work. Holiday cannot be taken during School term time. You will be required to work on any Public Holidays during term time when the School is working, for which you will be given a day off in lieu.

<b>Pension:</b>	The postholder will be able to join the Sherborne School Support Staff Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).
<b>Probationary Period:</b>	In accordance with School policy, all appointments are subject to a six-month probationary period.
<b>Medical Self Declaration:</b>	The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
<b>DBS Disclosure (Police Check)/ References:</b>	As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
<b>Postholder's Responsibility:</b>	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

### **Main Job Objective**

The below duties are intended to be comprehensive and are not limited to the below, but does give you reference to your role.

As part of the central team your role will require you to work in different locations around the school as well as the boarding houses.

### **Duties to include**

- Cleaning floors using manual or mechanical cleaning equipment (e.g. mops, vacuum cleaners, floor cleaners)
- Dusting at all levels and tidying assigned areas
- Emptying and dispose of waste
- Cleaning of boarding, classrooms and office areas
- Cleaning and disinfecting/descaling washrooms, bathrooms and showers
- Cleaning of Kitchen and communal areas
- Spot clean carpets where necessary
- Maintaining standards of hygiene and cleanliness throughout the school
- Ensuring chemical cleaning products are handled and stored correctly and safely
- Keeping all work tools clean/tidy and in order

- Carry out deep cleans including cleaning/washing doors, walls and internal windows of requested areas

### **Qualifications/Experience**

- Previous cleaning experience desirable
- Must be able to work independently and be self-motivated
- Ability to be flexible in undertaking varied tasks and to 'muck in' as required
- The post holder will report to work each day punctually and reliably, work extra hours when needed.
- The post holder must comply with School Policies and Procedures (to include the appropriate use of cleaning chemicals, incident and damage reporting, Equal Opportunities etc.)
- The post holder must be able to determine the neatness, accuracy and thoroughness required for the task assigned.
- The post holder will have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- The post holder will be required to attend training sessions arranged by the School

### **The Cleaner:**

- Must comply with School policies and procedures
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the School.

**Training Requirement for the Cleaner – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School**

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Working at Heights	Within the first week of employment	As required

CoSHH	Within the first week of employment	As required
Food Handling (if required)	Within the first week of employment	As required
Emergency First Aid Training (if required)	Within the first week of employment	As required

#### METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

In the event of any queries please contact: *Miss Emily Old, Recruitment Manager*  
*Human Resources*  
*Sherborne School*  
*Tel: 01935 810502*  
*Email: [hr@sherborne.org](mailto:hr@sherborne.org)*

Closing date for applications: 9.30am – Monday 2 June 2025

Interviews likely to take place: Tuesday 10 June 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW  
DURING THIS TIME

Anticipated start date: ASAP