



# 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.

- Job Title:** Role 1 - Domestic Cleaner  
Role 2 - Cleaner  
Role 3 - Sports Centre Central Cleaner
- Location:** Sherborne School.  
*Although you will be based at Sherborne School, you may be required to work at other sites across the Sherborne Schools' Group.*
- Reporting to:** Services Manager, but will be directed in daily duties by a Supervisor
- Hours of Work:** Role 1  
17.5 hours per week. Hours of work are likely to be 9.00am to 1.00pm (less 30 minutes' unpaid break each day) Monday to Friday, plus two hours on a Saturday as per the rota. 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.
- Role 2  
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.

#### Role 3

20 hours per week – working shifts are likely to fall between 6.00am to 11:00am (5 days out of 7) including one in three weekends as per the rota to meet changing school requirements. This is a year-round role. Flexibility in hours may be required on occasion to meet the demands of the post, including House functions and Commem.

#### Salary:

##### Role 1

Salary £9,646.88 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 (£18.37 per hour) upon receipt of an authorised timesheet. Salaries are paid monthly in arrears direct into your nominated bank account.

##### Role 2

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 (£18.37 per hour) upon receipt of an authorised timesheet. Salaries are paid monthly in arrears direct into your nominated bank account.

##### Role 3

The post holder will be paid an annual salary of £12,012.00 per annum (which equates to £12.25 per hour). The annual salary is equated upon a 20 hour working week and divided into 12 equal payments. Hours worked on a Saturday or Sunday are calculated at the appropriate overtime rates, the differential owed for overtime rates will be paid upon receipt of an authorised time sheet. Salaries are paid monthly in arrears direct into your nominated bank account.

#### Holidays:

##### Roles 1 & 2

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.

##### Role 3

The post-holder will be entitled to 5 weeks holiday per full year. You will only be able to take a maximum of two weeks holiday during Sherborne School summer holiday period. Attendance may be required on Bank Holidays, for which time off in lieu will be given. Holiday only to be taken following prior

authorisation from the Services Manager, taking account of Sherborne School busy periods.

**Pension:** The postholder will be able to join the Sherborne School Support Staff Pension Scheme. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a six-month probationary period.

**Medical Self Declaration:** 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.

**DBS Disclosure (Police Check)/References:** 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.

**Postholder's Responsibility:** 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 Purpose:**

The Services Department at Sherborne School delivers a high quality and consistent standard of cleaning, portering, waste disposal, and services with a team of well-motivated, flexible and customer focused staff. The Services Department is also responsible for the organisation and smooth delivery of all external and commercial events held within the Schools.

**Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Services Manager.**

- Unlocking and securing buildings as required
- Internal windows/glass Cleaning
- Vacuuming
- Dusting
- Polishing
- Deep cleans

- Floor sweeping, washing and cleaning
- Cleaning & Sanitising (shower, toilet changing rooms, studios and hall areas across the Sport centre)
- Cleaning/wiping down areas and surfaces
- Floor cleaning with cleaning machine (training will be provided)
- Assist with other Cleaning duties as directed by the Services Manager or Co-ordinator

#### Qualifications/Experience

- Previous cleaning experience desirable
- Must be able to work independently and be self-motivated
- The post holder will report to work each day punctually and reliably, work extra hours when needed.
- Ability to be flexible in undertaking varied tasks and to 'muck in' as required.
- We are looking for applicants who will take pride in their work and take responsibility for the cleanliness and appearance of the School.
- 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 will support the Department to provide an excellent level of customer service to internal and external customers.
- 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 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. Alternatively, please download and complete the Sherborne Boys School Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to [hr@sherborne.org](mailto:hr@sherborne.org) - *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 – Thursday 28 August 2025

Interviews likely to take place:

Friday 5 September 2025

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

Anticipated start date:

ASAP