

# SHERBORNE GIRLS



Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

## Job Description for Cleaner

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

<b>Summary of the Role:</b>	To perform a variety of tasks associated with the maintenance of a safe, clean and hygienic environment. Key duties may include the vacuuming, dusting, sweeping and mopping of floors, corridors and rooms. Cleaning bathrooms and toilets and ensuring that cleaning materials are safely stored.
<b>Responsible to:</b>	Head of Housekeeping
<b>Main Duties and Responsibilities:</b>	<p><b><u>Main duties</u></b></p> <ul style="list-style-type: none"> <li>• To be polite, professional and friendly at all times.</li> <li>• To demonstrate a can-do attitude towards individual requests and strive to exceed expectations</li> <li>• To ensure standards of cleaning and hygiene in the work area meet or exceeds the School standard</li> <li>• To actively gain feedback, passing information gained onto your line manager.</li> <li>• As part of our commitment for continuous improvement and innovation, all colleagues are encouraged to seek ways to improve work activities and promote efficiency</li> <li>• Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required</li> <li>• Be prepared to attend all relevant training sessions and meetings</li> <li>• To make sure you are aware of, and meet the legal and School requirements for fire, safety, health and hygiene</li> <li>• To report health and safety issues to your line manager, including all accidents and near misses</li> <li>• To promote good safety habits and methods of work</li> <li>• To ensure all cleaning materials are used in line with COSHH safety standards</li> </ul>

	<ul style="list-style-type: none"> <li>• To maintain a clean, safe and hygienic work area at all times.</li> <li>• To observe and comply with all school procedures To operate machinery as shown and trained to do so, ensuring that the equipment is used safely and in accordance with current regulations and school policies</li> </ul>
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<b>Person Specification</b>	
Displays a responsible, flexible can-do approach to work duties with a passion to provide high standards of customer care and supports colleagues to achieve personal and team goals.	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• High standards of personal hygiene</li> <li>• Good attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar role</li> <li>• Knowledge of COSHH</li> <li>• NVQ Level 2 or equivalent in relevant area</li> <li>• BICS Level 1 or Level 2</li> </ul>

**Pre-employment checks and Probation:**

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

**Benefits:**

- Membership of the School's pensions scheme, generous employer contributions
- Free onsite parking
- Free lunches provided during term time
- Subsidised membership of the Oxley Sports Centre
- Membership of the School's employee support programme