**
The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School’s ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil’s needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award might be the ‘big five’, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils’ ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

**Project Chrysalis**

The School moved to a two-tier system from September 2020, meaning that the Senior School now starts from Year 7 and the Prep School is home to pupils from Nursery to Year 6.

The underlying philosophy for this change was built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils is enhanced by extending oversight to the age of 11. This also allows our Prep School to develop and enrich its curriculum, and we can reinforce the cohesion between the two parts of the School.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

**The Role**

**Housekeeper (2 vacancies)**

**Start date:** As soon as possible

**Contract type**: Term Time, 36 weeks of term, including INSET days.

**Hours:** 16 ¼ hours per week.

* **Vacancy 1=** 6am to 9.15am Monday to Friday;
* **Vacancy 2=** 12pm to 3.15pm Monday to Friday;

 **Salary**: £6,009 per annum

 **Reporting to**: Housekeeping Team Leader

 **Disclosure level**: Enhanced

 **Principal Duties**

* To carry out and complete cleaning tasks in line with the Schools standards and policies.
* To comply and follow the School’s Health and Safety Rules for Safe Working and Chemical Handling.
* Meet the School’s standards of behaviour and present a professional approach.
* Develop and maintain a good working relationship with staff, Housekeeping Team Leader and fellow employees during their hours of work.
* Ensure correct usage of cleaning chemicals, materials and light equipment.
* Prevent damage to fixtures, fittings, equipment and plant.
* Isolate and report to the Housekeeping Team Leader all defective electrical equipment
* Report all accidents and near misses to your Housekeeping Team Leader.
* Any other duties that the Estates Bursar may reasonably ask of you which are within your capabilities

to fulfil.

 **Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

**Benefits**

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School’s sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

**The Process**

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome.

CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org **by 9.00am 18th October 2021.**

**Interviews will take place on 21st October 2021.**

**Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person or to the Headmaster.

**Person Specification**

**Housekeeper**

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| --- | --- | --- |
| ***Competence*** | **Essential** | **Desirable** |
| ***Skills & Experience*** |  |  |
| Some Knowledge of Health and Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials. |  | Yes |
| Experience of undertaking a range of cleaning duties. |  | Yes |
| Experience of undertaking laundry duties |  | Yes |
| ***Personal Qualities*** |  |  |
| Ability to work effectively and supportively as a member of the school team. | Yes |  |
| Ability to work in an organised and methodical manner. | Yes |  |
| Ability to act on own initiative, dealing with any unexpected problems that arise. | Yes |  |
| A good sense of humour. | Yes |  |
| Able to take personal responsibility for standard of work carried out. | Yes |  |
| Able to demonstrate suitable characteristics necessary when working with children | Yes |  |

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