



**POCKLINGTON
SCHOOL**

Ages 3 to 18



Domestic Services Assistant Information Pack September 2021





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

STRATEGIC EDUCATION VISION 20-25



ETHOS AND VALUES

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our students to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our students' individual characters. We are a day and boarding Christian foundation that is academic and inclusive

and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our "Values and Virtues"; they drive all that we do at Pocklington and mean our students leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

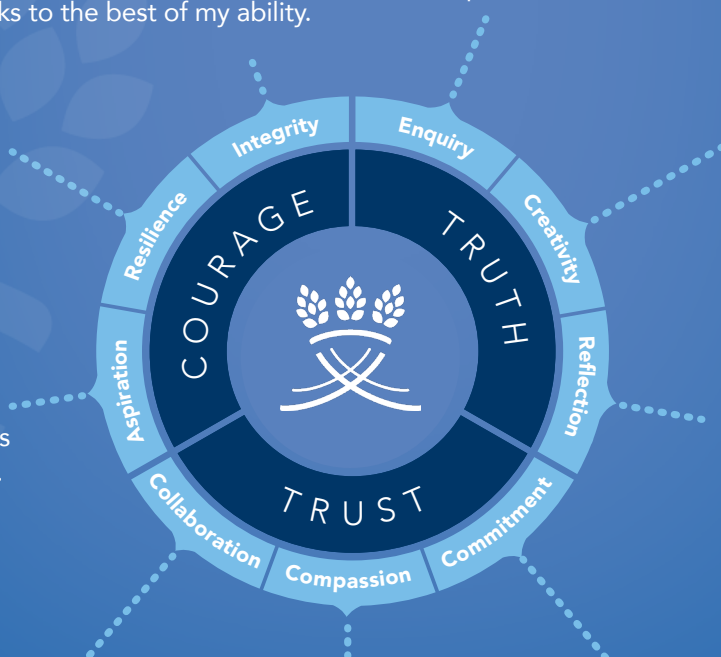
Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

Work effectively with staff and pupils, and use their support to help me make progress.

Be kind and respectful of the skill, talents and viewpoints of others and celebrate their successes.

Play an active part in the school community, participating in a range of activities.



AIMS AND STRATEGIC OBJECTIVES



WE AIM TO:

- Embed our Pocklington Values and Virtues into all that we do
- Broaden our pupils' horizons and elevate their ambitions
- Work and engage with families in educating their children
- Embrace innovation and be conscious of tradition
- Ensure our Foundation's future as a provider of excellent education

OUR STRATEGIC OBJECTIVES ARE TO:

- Foster and deliver learning of the highest quality
- Retain and develop our first class teaching and support staff
- Optimise our pupil recruitment
- Nurture a culture of giving back and increase accessibility to the school
- Enhance our sustainability and efficiency
- Seek national prominence for innovative practice
- Extend and deepen our links with our local, national and international community
- Develop our boarding provision in line with the highest of standards
- Use new technologies to their full potential and grow a digitally capable community
- Maintain excellence in our
 - Pastoral care and provision for mental health and wellbeing
 - Programme of co-curricular activities



Pocklington School, West Green, Pocklington, York YO42 2NJ

The Pocklington School Foundation - registered charity no 529834

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

Pension scheme - We offer competitive employer contribution rates for all staff

Discounted school fees for permanent staff, with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements - this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay - allowing for easy home budgeting

Employee Assistance Programme - offering a health, wellbeing and counselling service for staff and their families

Winter carlights & tyres test - organised by the Transport Team each January

Free library services - including holiday book loans

External Providers:

Discounted membership at local gyms (see flyers on the school noticeboards)

Health Care - access to reduced rates

HMRC:

Cycle to Work scheme

This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Domestic Services Assistant

Overall Purpose: to ensure all areas of the school are maintained and cleaned to the highest standards.

Responsible To: Domestic Services Manager

Staff Responsible For: N/A

Salary: £9 per hour

Copy of Job Advertisement:

DOMESTIC SERVICES ASSISTANTS

You will ensure all areas of the school are maintained and cleaned to the highest standards. You must be able to work well as part of a team as well as on your own initiative and ideally have previous experience in a similar role.

We offer a pleasant working environment, direct contribution pension scheme, enhanced holiday entitlement, free onsite parking, use of our sporting facilities and access to health and well-being initiatives.

Post One: 20 hours per week, Monday – Friday 5am - 9am all year round.

Post Two: 30 hours per week, Monday to Friday 5am – 11am all year round.

Pay: £9 per hour

For further information please call 01759 322666 or email recruitment@pocklingtonschool.com

Please apply via the TES website:
www.pocklingtonschool.com/about-us/job-vacancies

Closing Date: 9am 22nd September 2021

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

DOMESTIC SERVICES ASSISTANT

Reporting To: Domestic Services Manager

Domestic Services Assistants are employed throughout Pocklington School to ensure all areas of the school are maintained and cleaned to the highest standards. The laundry service also plays an important role in the welfare of all our boarding pupils and is seen as an essential part of boarding.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement 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 risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

July 2015

POCKLINGTON SCHOOL FOUNDATION

The duties of the post holder may be regulated as to the standards required by the local head of department (or a nominated deputy or assistant) and the post holder is to respond to reasonable direction in this regard.

The post holder is expected to:

- work and assist in all areas of the school as directed by your immediate line manager. This may include changing rooms/ classrooms/ boarding houses and laundries. In the first instance you will be assigned to a particular routine and set of duties.
- complete an induction relevant to the place of work
- be compliant with and understand the fire regulations associated with the school and the procedures to be carried out in the event of a fire
- adhere to the Pocklington School Health & Safety Policy
- report faults with equipment or buildings immediately to the appropriate manager
- work extra hours as required to cover all the cleaning and laundry needs of the school
- undertake further training as necessary
- respect the privacy of pupils, especially in boarding houses
- staff appointed on a term time only contract must be available to work up to 6 weeks during holidays

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.



Person Specification

DOMESTIC SERVICES ASSISTANT

Personal Qualities

- Commitment to the ethos and aims of the school
- Flexible approach to working environment and hours
- Ability to work well with as part of a team
- Enthusiastic with a passion for providing a quality cleaning service

Qualifications

- Good standard of education – including English and Maths

Experience

- Previous experience of working in a similar role

Knowledge & Skills

- Good organisational skills
- Good communication skills
- Ability to follow guidelines and instructions
- Thorough understanding of the appropriate use of cleaning equipment

Recruitment Timetable

Closing Date: 9am 22nd September 2021

Expected Interview Date: During Week Commencing 27th September 2021

Expected Start Date: October 2021 (subject to notice periods)

Please apply online using the TES website. This can be accessed through <https://www.pocklingtonschool.com/about-us/job-vacancies> where you can browse our current opportunities and apply using the “quick apply” button.

Please ensure you read the information available in the “useful recruitment policies” document uploaded to the TES website. This contains: the application process and safer recruitment guidance; recruitment of ex-offenders policy statement; secure storage, handling, use, retention and disposals of disclosures and disclosure information policy statement. These policies are available to view on the key recruitment policies page of our website and we can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

