



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:** 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 (will be directed in daily duties by the Shift Supervisor)
- Hours of Work:** 20 hours per week – working shifts will be from 6.30am to 11:00am (less 30 minutes unpaid break each day), Monday to Friday, with Saturday hours of 4 hours as per the rota to meet 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:** Salary £12,740.00 per annum (£12.25 per hour). Hours worked on a Saturday will be paid at time and a half (£18.38 per hour) upon receipt of an authorised timesheet.
- Holidays:** You are entitled to 5 weeks holiday per annum, plus Bank Holidays. The holiday year runs from 1 July to 30 June. Holiday can only be taken following prior authorisation from the Services Manager, taking account of Sherborne School busy periods. Attendance will be required on Bank Holidays, for which you will receive a day in lieu.

In the event that holiday has been taken over and above that already accrued, we retain the right to make a deduction from your final salary. This will be the net equivalent for each day of holiday taken.

Pension:	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).
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 - *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

Closing date for applications: 9.30am – Tuesday 13 May 2025

Interviews likely to take place: Wednesday 21 May 2025

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

Anticipated start date: ASAP