



SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group 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.

PORTER / CLEANER

Principal Role

Sherborne Schools Group is seeking a Porter / Cleaner who will be responsible for maintaining high standards of cleanliness, supporting the setup and takedown of school events, assisting with the movement of furniture and equipment, and ensuring the overall presentation and safety of school facilities at Sherborne Schools Group. While their primary place of work will be Sherborne Boys, the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business. This role provides an exciting opportunity to play a central part in both the success of the individual school and the continued development of the Group as a whole.

Primary Sherborne Boys
Location: You may be required to work at other schools or sites within the Group to meet the needs of the business.

Reporting to: Services Manager (will be directed in daily duties by the Shift Supervisor)

Hours of Work: 40 hours per week, 5 out of 7 days.
 Working shifts will be from 6.30am – 3:30pm (less two 30 minutes unpaid breaks). 1 in 3 weekends working. However, flexibility will be required to meet the demands of the post. There may be the occasional requirement to work outside your normal working hours, e.g., weekends, functions, Commem.

Core Responsibilities

You will be working for the Services Department within the Sherborne Schools Group. The purpose of this role is to deliver a high quality and consistent standard of portering/cleaning services, including internal/external cleaning, deep cleans, furniture moving, waste management etc. You be working with a team of motivated, flexible and customer focussed staff. The Services Department is also responsible for the organisation and smooth delivery of all external and commercial events held within the Schools.

As part of the School Portering and Cleaning team your role will require you to work in different locations around the schools as well as the boarding houses.

School building security	Unlocking and securing School buildings as required
Cleaning	Daily cleaning of designated areas as required Termly deep cleaning of School buildings Window cleaning Floor stripping and polishing Carpet cleaning Use of floor cleaning machines and power/pressure hoses High level cleaning
Furniture moving	Classroom, hall and meeting room set up Function set up for School and commercial events School accommodation moves Marquee furniture set up Examination room set up Moving of furniture and equipment
Collections and deliveries (Driven and on foot)	Mail delivery to School departments School shop deliveries Laundry & waste around the Sherborne estate Large scale textbook deliveries to School departments

Waste Management	Emptying bins within the School campus on a daily basis Collection and processing of recycling materials within the School Safe collection and storage of confidential waste Litter picking
Public areas and Walkways	Gritting and snow clearance Cleaning of flagstones and pathways Clearing of drain covers
Service Department vehicles	Driving School vehicles Weekly checks and reporting maintenance required Maintaining fuel levels Delivery and collection from Garage for repairs
H & S	Correct use of chemicals, machinery and PPE. Reporting damage and repairs required for equipment and around the School Electrical safety checks

Other responsibilities

- Undertake any other reasonable duties as required by Services Manager, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

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

<i>Person Specification...</i>	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Full Driving Licence • Ideally have previous portering / cleaning experience 	
Skills and Abilities	<ul style="list-style-type: none"> • An ability to be flexible, both in the tasks undertaken and coping with changing demands coupled with a willingness to 'muck in' as required. • Excellent interpersonal skills to ensure that a high level of customer service is delivered • The ability to prioritise workloads effectively • The ability to determine the neatness, accuracy and 	

	thoroughness required for the task assigned.	
Personal Attributes	<ul style="list-style-type: none"> We are looking for applicants who will take pride in their work and take responsibility for the cleanliness and appearance of the School. 	

Training Requirement for the Porter / 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

Salary:

£25,480.00 per annum (which equates to £12.25 per hour).

The overtime rate for weekend working will commence when you have worked over 40 hours per week, which will be Saturday time in half and Sunday at double time.

There may be occasions when you are asked to work additional hours to your rota, this will be paid at the appropriate overtime rates. Salary paid monthly in arrears direct into nominated bank account.

Holidays:	5 weeks holiday per year + Bank Holidays. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Services Manager taking into account busy periods.
Pension:	The postholder will be able to join the Schools 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 Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/ References:	As Sherborne Schools Group 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).

Benefits

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

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.

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

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 2 December 2025

Interviews likely to take place: Wednesday 10 December 2025

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

Anticipated start date: As soon as possible