



SHERBORNE
INTERNATIONAL

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JOB DESCRIPTION

Sherborne Summer Courses are for students who are serious about studying but who also come to enjoy the very extensive range of activities and excursions and the caring, friendly atmosphere. We emphasise development for the individual through small class sizes (6-8 students), and we aim to give students a very positive and supportive learning experience.

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 DBS.

Job Title:	CLEANER
Contract:	Temporary contract for a maximum of 6 weeks from 1 July to 14 August 2024.
Location:	<i>Any boarding house –Sherborne School or Sherborne International, or other areas of the Schools as required.</i>
Reporting to:	Services Manager but will be directed in daily duties by a Domestic Team Supervisor.
Hours of Work:	20 hours per week, minimum. Hours of work are likely to be Monday to Friday, 9.00am to 1.00pm. Flexibility in hours may be required on occasion to meet the demands of the post.
Holiday:	You will be entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum, to be paid at the end of your fixed term contract. In view of the requirements of the role, holiday leave cannot usually be taken during the period of this fixed term contract.
Remuneration:	£10.00 - 11.50 per hour. Salaries are paid monthly in arrears on the last banking day of the month, direct into your nominated bank account.

Probationary/Notice Period: In accordance with School policy, this appointment will be subject to a six-month probationary period.
All summer course contracts are subject to a one-week notice period by either side.

Medical Fitness: The offer of appointment at Sherborne School will be conditional upon self-declaration of your physical and mental fitness to discharge the responsibilities required by the post.

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.

Post-holder's Responsibility: You share with all School 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 Safeguarding (Child Protection) Policy. 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 Officer) or one of the Deputy DSLs.

Main Duties are likely to include:

- Vacuuming
- Dusting
- Polishing
- Cleaning toilets / bathrooms / shower rooms, etc.
- Floor and carpet cleaning, etc
- Internal window, mirror and glass cleaning

Any other duty as reasonably directed to support the cleanliness of the School.

PERSON SPECIFICATION:

Personal attributes and experience	Essential	Desirable
Previous cleaning experience		x
Ability to work independently and be self-motivated	x	
Energy, enthusiasm, good sense of humour and commitment to the role	x	
Ability to be flexible in undertaking varied tasks and to 'muck in' as required	x	
Ability to work as a team	x	
Ability to determine the neatness, accuracy and thoroughness required for the task assigned.	x	
Willingness to work flexibly, especially working extra hours when required	x	
Other duties required by all School staff	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

Training Requirements for Cleaning Staff

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Before employment commences	Every year
Health & Safety Essentials	Within the first week of employment	Every year
CoSHH	Within the first week of employment	Every 3 years
Manual Handling	Within the first week of employment	Every 3 years
Working at Height	Within the first week of employment	Every 3 years

