



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Short Courses aim to give students a great experience and happy memories whether they are joining us for examination preparation or to develop their English. The courses are for boys and girls aged 8 – 17 from all over the world. They get a taste of life at a British boarding school. The courses have a strong 'fun' element in a caring, friendly environment.

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 during the summer courses, ie, a maximum of 7 weeks from 2 July to 20 August 2025. Compulsory safeguarding training will take place on Monday 30 June or Tuesday 1 July.
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:	17.5 hours per week, minimum. Hours of work are likely to be Monday to Friday, 9.00am to 1.00pm, less 30-minute unpaid break each day. 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:	Currently £11.90 per hour (<i>to be reviewed in April 2025</i>). 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
Cleaners are required to attend a compulsory Safeguarding training session	Before employment commences	The session will take place on Monday 30 June or Tuesday 1 July 2025.
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

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne Schools Group that all our workplaces are smoke free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all areas of the school, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

Pension:

Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).

Method of Application

To apply, please complete the Sherborne Schools Group Application Form and return it to hr@sherborne.org

In the event of any queries please contact:

Samantha Belgeonne, Compliance Operations Manager

Tel: 01935 814743

Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received, preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.