



CLEANER

PART TIME (20 HRS), 41 WEEKS PER YEAR CONTRACT
PERMANENT POST STARTING JUNE 2025

Job Summary

Cleaners at St Mary's Calne and St Margaret's Prep will be conscientious and reliable members of the housekeeping team. General cleaning duties will be allocated to each member of staff, covering a range of areas of the schools, including reception areas, classrooms, staff rooms, communal spaces and boarding houses (including bathrooms and kitchen areas). Duties include, but are not confined to, hoovering, dusting and wiping, deep cleaning on a cyclical programme, and daily removal of rubbish and recycling.

Our Community

St Mary's is an exceptional boarding and day school for girls aged 11 to 18. It is a place where students feel appreciated, celebrated, and understood by friends and staff alike. We inspire girls to achieve academically, discover and nurture their unique talents, and create lifelong friendships.

St Mary's shares its site with St Margaret's Prep, also home to the Bluebirds Nursery, enabling us to welcome children from 2 to 11 years. St Margaret's is a vibrant co-educational day school offering inspirational learning to approximately 180 pupils.

As well as innovative teaching, learning and a wide co-curricular programme, both schools offer outstanding pastoral care and, joined by the St Mary's School Sports Club, offer a warm inclusive community.

Our site provides an exceptional working environment surrounded by landscaped and natural outdoor spaces in the heart of the Wiltshire countryside. Our staff are talented and motivated and show deep dedication to fulfilling the potential of each of our students, both in and out of the classroom.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, successful applicants are required to undertake an Enhanced DBS check and a number of initial online safeguarding courses.

We look forward to receiving applications from candidates who are ready to thrive as part of our friendly team, offering essential housekeeping support to the school community.



Details of the Post

Permanent Contract (41 weeks per year)

- Permanent contract, part time hours, 41 contracted working weeks per year
- 20 hours per Week, Monday to Friday, 06.00-10.00 (4 hours per day)
- 35 x term time weeks per year
- 4 x deep clean weeks (1 x Christmas, 1 x Easter, 2 x last 2 weeks of August)
- 2 x additional weeks for lettings, with potential to take up more as the programme grows
- National Living Wage as at April 2025, £12.21 per hour, equivalent to a full time salary of £25,397 per annum.
- Actual annual salary of £11,379
- Salary pay is divided equally and paid over 12 months (£948 per month)

Place and Hours of Work

Various working patterns exist for cleaners depending on the school and their area. This post is offered as 20 hours per week, 4 hours per day, Monday to Friday, 06.00-10.00. It will be based in St Mary's Calne main school, but the school reserves the right to move staff to any area that best suits the business without need for consultation. Contracted hours will never be altered without prior discussion and agreement.

Overtime / Weekend Hours

All agreed overtime or any weekend hours are paid as flat rate overtime. Weekend hours (even when stipulated in the terms of the offer) are never included in monthly salary pay. Where weekend hours do form part of the employment offer, there are times when they are not required to be worked (e.g. Sundays on Exeat weekends), and as such are not included in pay.

Lettings Weeks

Working during lettings weeks may require extra flexibility to cover differing times of the day to normal term time shifts, and also to cover weekend cleaning. Hours will be agreed in advance of lettings weeks.

National Living Wage

As at April 2025, £12.21 per hour, equivalent to a full time salary of £25,397 per annum.

Holidays

Permanent staff are not entitled to take holidays during term time (without permission for special circumstances). Staff are entitled to the equivalent of 5.6 weeks paid statutory holiday per year. This is paid as part of a calculated annual salary for permanent staff, or on a pro-rata, hourly basis at 12.07% of the hourly rate for casual staff (or on overtime).

Adjustments to Pay

Pay for qualifying periods of sick leave will be paid in line with Statutory Sick Pay (SSP) guidelines. Other absences will be deducted from pay. Agreed overtime may sometimes be offered to cover colleague absence or special events. Overtime is paid at flat rate.



Duties as directed by the Domestic Services Manager (DSM) or Deputy DSM:

- To assist with aspects of the day to day cleaning of the school buildings, ensuring that the school's standards of cleanliness are met and maintained in all areas. Tasks include: dusting, use of vacuum cleaner and carpet cleaner, glass cleaning, washing paintwork and other surfaces, cleaning bathrooms, showers and toilets.
- To follow and work to the H&S policy and follow safe working practices with COSHH, Electrical equipment, PPE, Manual Handling and adhere to Fire Safety procedures as laid out by the schools.
- Report any unsafe work practices and equipment to the manager.
- Be flexible when required to assist other housekeeping teams within the school.
- To assist with deep cleaning during specific holiday periods and assist where directed with laundry in boarding houses.
- To attend in-service training appropriate to the department, to keep necessary skills up to date and to participate in the school appraisal and development scheme;
- To carry out any other duties that are within the scope, spirit and purpose of the job and its title as requested by the DSM or Bursar;
- To undertake tasks with a conscientious, flexible and adaptable attitude to fully support the needs of the school, its students and your colleagues;
- To have proper regard for the school's safeguarding policy and procedures, including update training.

Further Details

The school believes that every individual, regardless of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation, is of value and worthy of being treated with respect. This belief is central to the way in which the school operates.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. The school's Child Protection Policy is available on our website and a hard copy of this is available on request. Extracts from the school's policy are appended as the final page of this document.

Our schools are committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check.



The Benefits of Joining Our Team

Our schools are set in their own attractive 24 acre grounds and boast a homely atmosphere and friendly, supportive colleagues.

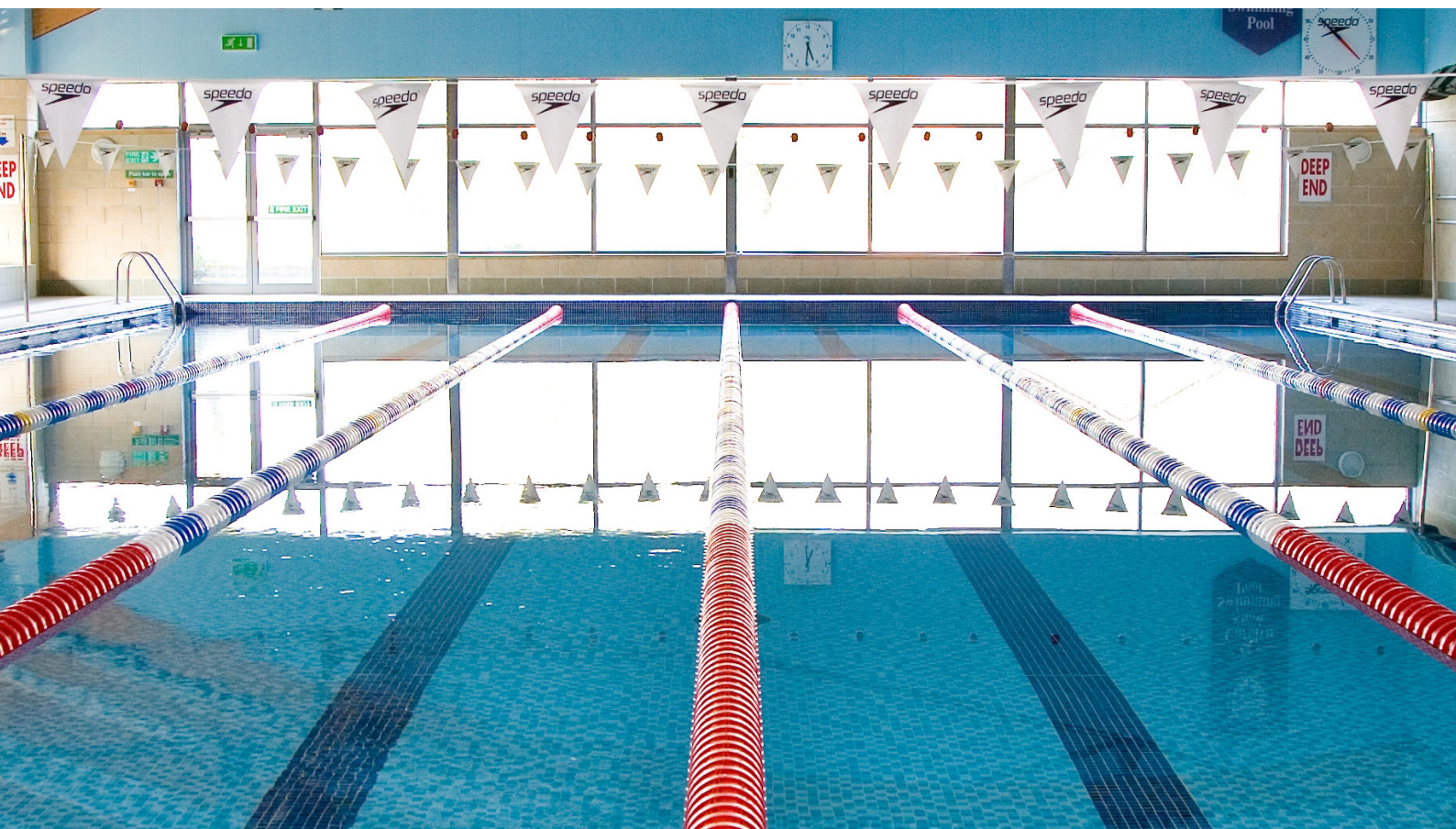
Our Head, Anne Wakefield, leads both schools with support from Head of Prep, Alex Hopkins, and the Senior Leaders across both sites.

We can offer you:

- An Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support
- A pension scheme with generous employer contributions (Scottish Widows) for eligible staff
- Employee Life Cover (death in service benefit)
- Discounted membership of the on-site St Mary's Calne Sports Club, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership for eligible employees (minimum number of contracted hours per week applies)
- Free on-site parking
- Access to the School Library services and the on-site School Shop
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at St Margaret's Prep (day school and nursery for ages 2 to 11).

Further information about our school community can be viewed at:

www.stmargaretsprep.org.uk www.stmaryscalne.org www.smcsports.co.uk



Appendix 1: Extract from the School Child Protection Policy

St Mary's Calne and St Margaret's Prep fully recognise their responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2024" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

We have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

September 2024

