



ST MARY'S CALNE

**Incorporating St Margaret's Preparatory School**

## **CLEANER (Part-time)**

### **JOB DESCRIPTION**

St Mary's is a leader in the field of girls' independent boarding education. It has over 340 girls aged 11-18, including 100+ girls in the Sixth Form. St Mary's offers outstanding pastoral care and a vibrant, warm community.

St Margaret's Preparatory School is an independent day preparatory school for boys and girls aged 3-11, and shares the site with St Mary's Calne. St Margaret's has an ethos that is based on traditional values and innovative learning, providing a happy environment for all children in a friendly caring community

We are seeking a cleaner to work part time during term time weeks plus 4 weeks spring cleaning (with some hours in holidays for summer lets when required). Term time weeks are 35 per year at St Mary's (senior) and 36 per week at St Margaret's (junior). Full training will be given to the successful applicant.

The School is 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.

<b>Position:</b>	Cleaner, part-time
<b>Salary:</b>	National Living Wage – confirmed by offer letter
<b>Hours:</b>	16.00-19.00, Monday – Friday, 3 hours per day, term time
<b>Holidays:</b>	Holiday pay (12.07% of salary) added to the hourly rate
<b>Line Manager:</b>	Domestic Services Manager

## 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 sanitary equipment;
- To assist with 'Spring Cleaning' in the school holidays;
- 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 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 we would expect applicants to have read this if they are called for interview. A hard copy of this is available on request

## How to Apply

Our preferred method of application is by email. An application form may be downloaded from the school's website ([www.stmaryscalne.org](http://www.stmaryscalne.org) – vacancies page) and should be returned to: [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)

For more information or specific enquiries contact:

Mrs Alison Felton, on 01249 857315, or the HR Manager on 01249 857300

**Fully completed** application forms should be sent to [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)

or by post to: HR Department, St Mary's Calne, 63 Curzon Street, Calne, Wiltshire, SN11 0DF

**St Mary's is 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.** All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

## Extract from St Mary's School Child Protection Policy

### **St Mary's Calne fully recognises its responsibilities for Child Protection.**

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. 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, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WIT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's 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.

October 2021