

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



## Information for Candidates Cleaning Assistant

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## Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.





# Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008 and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 830 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The current school roll in September is around 830 pupils of whom more than three-quarters are full boarders and around 20% are non-UK passport holders.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £25m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects now ongoing. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. A full refurbishment of Rigg's Hall, one of our boys' Houses, has just been completed and the school has completed the building of a fifth girls' House (Queen Elizabeth Hall) which opened September 2023, along with two new all-weather sports pitches.

# Cleaning Assistant

**Hourly rate of pay is £11.44 per hour, increasing to £11.54 per hour following a successful six-month probationary review.**

We are looking to recruit a number of Cleaning Assistants who are passionate about delivering an excellent cleaning service. Working in our Establishment and Boarding House buildings, you will ensure that all areas are kept in a hygienic condition, ensuring a very high standard at all times.

The ideal candidate will enjoy working in a friendly and supportive environment, have an eye for detail with excellent standards of cleaning. Previous cleaning or work experience in a similar role would be an advantage, however full training will be given.

**Position 1:** 20 hours per week working 9am – 1pm, Monday to Friday (rotational Saturdays), term-time working plus 3 weeks + 1 days during the school holidays (+ 5 weeks paid holiday)

**Position 2:** 32.5 hours per week working 7am – 2pm, Monday to Friday (rotational Saturdays), term-time working plus 8 weeks during the school holidays (+ 5 weeks paid holiday)

**Position 3 – Laundry and Cleaning:** 28 hours per week working 7.30am – 3pm, Monday to Thursday, term-time working plus 6 weeks during the school holidays (+ 5 weeks paid holiday)

We offer a competitive salary, professional training and development and generous benefits which include pension, life insurance and use of the school sports and library facilities. A job description can be found in the recruitment pack.

For a full recruitment pack and application form, please visit [www.shrewsbury.org.uk/page/job-vacancies](http://www.shrewsbury.org.uk/page/job-vacancies) alternatively, email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or call the HR department on 01743 280834. Please state your preferred post(s) on your application form.

Closing date for completed application forms is **12pm, Monday 20 May 2024.**

*Please submit your application at the earliest opportunity, we reserve the right to appoint before the closing date.*

***Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates will undergo thorough child protection screening including checks with the Disclosure & Barring Service.***

## Job Description

The Cleaning Assistant provides an efficient, effective and high quality domestic and cleaning service.

### Level of Position

- The post holder will report to the Cleaning Supervisor who is responsible for day to day Line Management including annual reviews, training and development and health and safety.

### Duties and Responsibilities

- To undertake general cleaning duties ensuring that the boarding houses and/or establishment buildings are kept in a hygienic condition to a very high standard. This will involve use of electrical equipment e.g. vacuum, floor polishers, carpet cleaners etc.
- To provide a high standard of cleaning to enhance the overall homely environment of the school buildings, in conjunction Cleaning Supervisor.
- To undertake a deep clean at the end of every term/half-term to maintain standards for commercial lettings.
- To use all materials and equipment in the most efficient and cost-effective way, including operating in accordance with all Health and Safety legislation, including COSHH requirements. To work in a safe and hygienic manner and assist colleagues to do likewise.
- To report any maintenance requirements to the Cleaning Supervisor in a timely manner.

- To show a degree of flexibility in carrying out your duties in liaison with the Cleaning Supervisor. Ensuring that all end of shift duties are completed prior to finishing work.
- To assist and positively contribute to the School's cleaning team.
- To attend termly staff meetings with the General Services Manager.
- To carry out other tasks within the position holder's competence that may reasonably be required by the Housemaster, Cleaning Supervisor, Matron and the General Service Manager from time to time.

### **Suitability to work with children**

- Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

# Person Specification

It is anticipated that the successful candidate will demonstrate the following:

	Essential	Desirable
<b>Qualifications</b>		
Statutory Training such as COSHH and Manual Handling would be an advantage, however training will be given		✓
<b>Work Experience</b>		
Previous cleaning and/or work experience in a similar role would be an advantage		
Excellent interpersonal and customer service skills	✓	
Excellent communication skills to liaise with a wide range of people	✓	
Experience of team working	✓	
Able to ensure standards for quality, customer service and health and safety are met	✓	
<b>Personal Skills</b>		
Ability to establish and maintain positive relationships	✓	
Well organised, task orientated and able to co-ordinate a range of activities	✓	
Practical evidence of taking own initiative	✓	
Ability to adapt to changes within the service	✓	
A flexible approach to ensure all work is completed by end of shift	✓	
Excellent knowledge and understanding of implementing library management systems	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative	✓	
Ability to self-organise and meet deadlines while working under pressure with minimal supervision, and using own initiative	✓	



<b>Specialist Knowledge</b>		
Awareness of Health & Safety at Work Regulations especially manual Handling Regulations		✓
Experience of operating cleaning machines i.e floor polisher		✓
A basic awareness of COSHH (Control of Substances Hazardous to Health) Regulations		✓
<b>Specialist Knowledge</b>		
Able to work on Saturdays on a rota basis	✓	

## Our ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

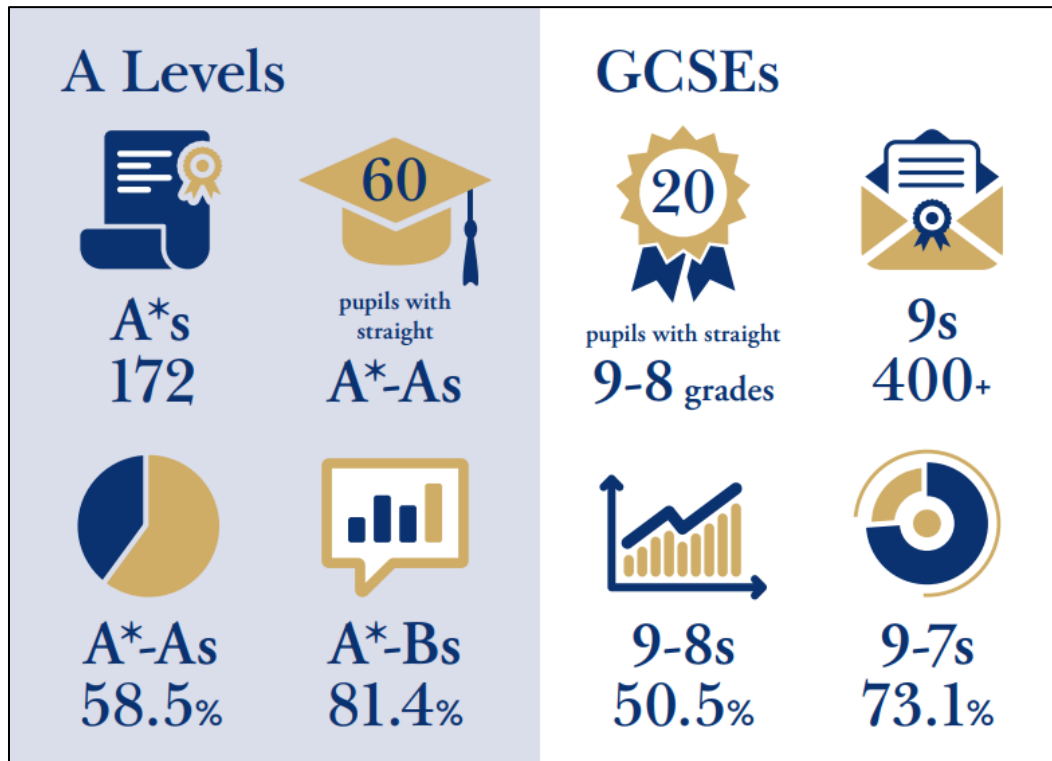
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



## Academic life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who can think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A\*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



## Pastoral life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.





## Support staff at Shrewsbury

Support staff provide management and operational support, in various roles, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.





## International links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of both schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there.



## The Application process

Please complete the Shrewsbury School application form together with a covering letter. Please state your preferred post(s) on your application.

Please email your documents, ideally as 'pdfs' to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

- **Closing date for applications is 12pm, Monday 20 May 2024.** *Please submit your application at the earliest opportunity, we reserve the right to appoint ahead of the closing date.*
- **Start date: ASAP**

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please also see the Recruitment Guidance Notes on page 19.*



# Benefits and contractual terms

## Contractual staff benefits

### Salary

The starting hourly rate of pay will be £11.44 per hour, and this will increase to £11.54 per hour following a satisfactory 6-month probationary review. The starting annualised salary will be based on the number of hours worked and post. Please see below for further details.

### Hours

**Position 1:** 20 hours per week working 9am – 1pm, Monday to Friday (rotational Saturdays), term-time working plus 3 weeks + 1 days during the school holidays (+ 5 weeks paid holiday)

**Position 2:** 32.5 hours per week working 7am – 2pm, Monday to Friday (rotational Saturdays), term-time working plus 8 weeks during the school holidays (+ 5 weeks paid holiday)

**Position 3 – Laundry and Cleaning:** 28 hours per week working 7.30am – 3pm, Monday to Thursday, term-time working plus 6 weeks during the school holidays (+ 5 weeks paid holiday)

Shrewsbury School is a boarding school and therefore operates 24 hours a day, 7 days a week during term-time. Flexibility will be needed and expected to meet the demands of the School.

### Holidays

Apart from the weeks the postholder is required to work in the School holidays, see above, you will not be required to work the remaining school holiday dates. The successful candidate will be entitled to paid holidays, which is based on the statutory minimum entitlement under the Working Time Regulations 1998, which is paid as part of the overall annualised salary.

### Pension

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

## **Life insurance**

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

## **Non-contractual staff benefits**

### **Training & development**

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

### **Provision of meals**

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Sports facilities**

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

### **Discount Gym membership**

There is a discounted gym membership that staff can access at a local club.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

### **Counselling**

Staff can access free counselling sessions through the School Counsellors.

# Recruitment guidance notes

## Terms of appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

## Probationary period

All appointments are subject to a twelve months' probationary period.

## Application form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

**Note:** CVs are not accepted.

Your letter and form should be sent as a pdf to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

## Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- Current passport or biometric residence permit
- Current driving licence
- Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)



## Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## Medical fitness

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## Safer recruitment checks

Please read through the School's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. Below is a summary of the checks carried out.

## Disclosure & Barring Service (DBS) Disclosure

If you have ever been convicted of a criminal offence, bound over or cautioned, you must carefully read the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

## Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

## Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

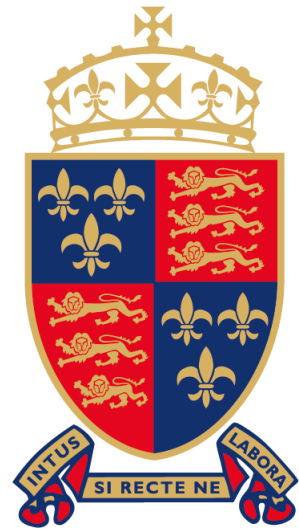
## Social Media check

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

Telephone: 01743 280500

[www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)

*Registered charity number: 528413*