

CLEANER

CANDIDATE INFORMATION



**King's
Worcester**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



Welcome

Thank you for your interest in the role of Cleaner at the King's School Worcester.

King's Worcester is an exciting and rewarding community in which to work.

This is a great opportunity to join our hardworking and friendly Cleaning Team.

Our dedicated team of cleaners ensure that the School environment is a welcoming, pleasant and safe space for all pupils, staff and visitors, and are an important part of the King's community.

I'm looking for individuals who are reliable, committed, and enthusiastic to contribute to our busy team of cleaning staff.

You must be a great team player as well as being able to work on your own initiative, and be flexible in your approach to the role.

If you think that you fit the profile of this position, we look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Adam Winter'.

Adam Winter
Director of Operations

Role, Responsibilities and Requirements

The role

We are looking for a cleaner to join our busy and hardworking cleaning team at the King's Senior School site in the city centre of Worcester.

If you are reliable, take pride in your work and can work well as part of a team as well as on your own, we would love to hear from you.

Duties will include:

- Sweeping, vacuuming and mopping floors.
- Cleaning classrooms and common rooms by emptying bins and wiping down communal surfaces.
- Cleaning toilets (where required).
- Spring cleaning when needed.
- Notifying the Cleaning Manager of any repairs required.
- Mixing and disposing of all cleaning solutions appropriately.
- Switching off lights and securing the building when leaving at the end of the cleaning session.
- You may also be required to undertake other comparable duties as requested.
- Following all King's School policies and procedures, with particular regard to pupil well-being and safeguarding.

Skills required

It is **essential** that applicants have:

- The ability to handle equipment used in cleaning.
- Knowledge of cleaning chemicals, usage, proper storage and disposal methods.
- The ability to work as a team.

- Self-motivation and the ability to identify and complete tasks without direct supervision or instruction.
- Reliability.
- Honesty, flexibility and enthusiasm.

It is **desirable** that applicants have:

- A knowledge of safeguarding practices in an education setting, however training will be provided.

Hours of work

10 hours per week, Monday to Friday, 5pm to 7pm.
Term time only (39 weeks per year).

Salary

£12.21 per hour.



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates must complete the application form which can be found on the Vacancies page of our website at:

www.ksw.org.uk/careers

If you would prefer to complete a paper application form, please contact the HR Team to request one by email to recruitment@ksw.org.uk or phone **01905 721700**.

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Please note that we will interview suitable candidates when applications are received, so early applications are advised.

Start date: As soon as possible following completion of pre-employment checks

Visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

