



The Gryphon School

CLEANER

RECRUITMENT INFORMATION PACK



The Gryphon School
Bristol Road
Sherborne
Dorset
DT9 4EQ



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Bristol Road
Sherborne
Dorset DT9 4EQ

T: 01935 813122
E: office@gryphon.dorset.sch.uk
www.gryphon.dorset.sch.uk

September 2020

Dear Applicant,

Thank you for expressing an interest in the post of Cleaner on a permanent basis at The Gryphon School. Accompanying this letter is information about the School which we hope will provide you with everything you need to know to apply for the post. The School website gives further details about us.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became a founder member of the Sherborne Area Schools' Trust (SAST) a multi-academy trust established in June 2017. Since September 2017, we have been designated as a teaching school and are very excited about the opportunities that this new status will bring. In a recent national publication, The Real Schools Guide, The Gryphon was rated as one of only two schools in Dorset as 5 star; based on attainment, teaching, attendance and outcomes. The Good Schools Guide concludes that we are a 'Super much sought-after school at the very centre of its community taking on the Sherborne independents. Truly a model of comprehensive education at its best – a place for all comers, which children and parents set their heart on, so it bulges at the seams'.

We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and nationally.

We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers are provided with the resources to make lessons stimulating and practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve. The School's very positive entry in the Good School Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others.

In November 2015 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our most recent Ofsted visit, in November 2017, was very positive and confirmed our status as a "good school" and we enclose a copy of their letter to me outlining our many strengths. Our focus for this year, which reflects our Church School status, is that we should be a "10:10" school; where students and staff experience life in all of its fullness. So for us education is more than just exam results – we place great value on the personal development of each student. We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community. Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be

the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

You are very welcome to visit us in advance of an application or to contact us to find out more.

Very best wishes,

Nicki Edwards
Headteacher



The Gryphon School

Advertisement

Cleaners

We require cleaners for our light, airy, well-maintained and modern site:

Post 1

Salary: Grade 1 £7,233
Contract: Permanent, 15 hours per week

The first post is for 15 hours per week, from 5.00am to 8.00am, Monday to Friday. This is a permanent post with a salary of £7,233.

Post 2

Salary: Grade 1 £7,783
Contract: Permanent, 17.5 hours per week Term time plus training days and 3 weeks in the holidays

The second post is for 17.5 hours per week, from 4.00 pm to 7.30 pm, Monday to Friday, during term time, plus training days and 3 weeks in the holidays. This is a permanent post with a salary of £7,783.

No previous experience necessary as training is available for the right candidates. We provide an occupational pension, excellent facilities and a uniform.

Closing Date: 9.00am Monday 28 September 2020
Interviews: As soon as possible after the closing date

In order to apply, please complete an application form, available from www.gryphon.dorset.sch.uk where further details of the post can also be found. You can also request an application form and further details by contacting the School Office on 01935 813122.

Completed application forms should be returned to Caroline Rabbetts, PA to Headteacher, at caroline.rabbetts@gryphon.dorset.sch.uk or by post to the School's address.

The Gryphon School, part of the Sherborne Area Schools Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short-listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.



The Gryphon School

JOB DESCRIPTION

Job title:	Cleaner	Position:	Permanent
Department:	Estates	Review Date:	December 2019
Weekly Hours:	Post 1 - 15 hours per week, from 5.00am to 8.00am, Monday to Friday Post 2 - 17.5 hours per week, from 4.00 pm to 7.30 pm, Monday to Friday, during term time, plus training days and 3 weeks in the holidays.		
Reports to:	Cleaning Supervisor/ Estates Technician/ Estates Manager		

Main job purpose

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

Main responsibilities and duties

1. To carry out cleaning tasks set out in the school's cleaning schedule.
2. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Cleaning Supervisor / Estates Technician.
4. To observe health and safety and security requirements.
5. To complete any appropriate records or documentation required by the Cleaning Supervisor/ Estates Technician.
6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

Knowledge & skills

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.

Supervision and management

The post-holder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the Cleaning Supervisor/ Estates Technician.

Problem solving and creativity

Key contacts and relationships

Regular contact with the Cleaning Supervisor / Estates Technician / Estates Manager other cleaning staff regarding cleaning duties. General contact with other school staff.

Decision making

The post-holder is expected to report and record any problems involving cleaning materials equipment breakdown, health and safety matters or suchlike to the Cleaning Supervisor/ Estates Technician / Estates Manager in line with existing policy and practice.

Resources

Cleaning equipment, e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

Working Environment

Daily use of cleaning equipment, chemicals and machinery.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

Progression in Post (if applicable)

Job description prepared by:	Gary Flynn
Designation:	Estates Manager
Date:	04 September 2020



The Gryphon School

THE APPLICATION PROCESS

In order to apply, please complete a Support Staff application form, available from www.gryphon.dorset.sch.uk where further details of the post can also be found. You can also request an application form and further details by contacting the School Office on 01935 813122.

Completed applications should be returned either by post, marked 'Confidential' to Caroline Rabbetts, PA to Headteacher, The Gryphon School, Bristol Road, Sherborne, Dorset DT9 4EQ or by email to her at: caroline.rabbetts@gryphon.dorset.sch.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Caroline who will also be happy to arrange this.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS:

9.00am Monday 28 September 2020

The Gryphon School has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

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GENERAL INFORMATION FOR APPLICANTS

The Gryphon School provides an outstanding education to the community of Sherborne, North Dorset and Somerset. The Cleaning Team operates at the heart of the school, ensuring its everyday cleanliness for over 1650 students and 300 staff and is also responsible for cleaning the Gryphon Leisure Centre. The School employs a large number of part-time Cleaning Assistants, forming part of the Site Management Team, headed by the Estates Manager.

You will be responsible for cleaning an area within the school site, under the guidance of the Cleaning Supervisor/ Estates Technician. The School buildings are modern, light and airy, and well maintained.

No experience is necessary as training will be given to ensure that the current high standards currently achieved are maintained.

Contractual Information:

The first post is for 15 hours per week, from 5.00am to 8.00am, Monday to Friday. This is a permanent post with a salary of £7,233.

The second post is for 17.5 hours per week, from 4.00 pm to 7.30 pm, Monday to Friday, during term time, plus training days and 3 weeks in the holidays. This is a permanent post with a salary of £7,783.

The closing date for receipt of applications is 9.00am Monday 28 September 2020.