



Day Cleaner  
to start October 2021

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# The Department

The Facilities department is a busy and friendly department, providing an essential service to the rest of the school. Our staff all take pride in their work and are expected to work to a high and standard, maintaining the cleanliness of the school.

## Job Description

### Key Duties and Responsibilities:

**Line Manager:** Facilities Manager

**Role Overview:** To undertake, as part of a team, duties in support of the cleaning of the school premises to ensure that they are kept in a clean and hygienic condition.

### Key Duties and Responsibilities:

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Ensuring that all surfaces are free from dust and dirt, including desks, chairs, windowsills, skirting boards, etc
- Clean floors either by vacuum or wet cleaner
- Empty and clean waste bins and ensure refuse is properly placed in the appropriate carts
- Clean toilets where necessary and replenish consumables
- Order cleaning supplies weekly from stores
- Check for quality and safety of equipment used and report any faults to the Facilities Manager
- All cleaners are expected to wear PPE where relevant

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

### Safeguarding

As this post is in a school the successful person will engage in regulated activity relevant to children. Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.

**The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.**

## **Person Specification**

Skills and level of experience

Desirable

- Knowledge of health and safety regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of best cleaning practices.

Abilities, Behaviours, Attitudes and values

Essential

- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Willingness to clean any area of the school as requested by the line manager/ Facilities manager.
- Ability to work in an organised and methodical manner.
- Work as part of a team.
- Take personal responsibility for the standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school.
- Maintain confidentiality on all school matters.

## **Training**

Full training for the role will be given to support the successful candidate(s).

# **Terms and conditions**

## **Hours of work**

Position 1: Monday to Friday 09:00-13:00 and alternate Saturdays 08:30-10:30 during the school's term time with the exception of 3 days at the beginning of each term and 3 days at the end of each term at times confirmed by your manager.

Position 2: Monday to Friday 12:00-15:00 and Saturdays 14:00-17:00 during the school's term time with the exception of 3 days at the beginning of each term and 3 days at the end of each term at times confirmed by your manager.

## **Salary**

The salary for position 1 is £7,783.78 per annum which is based on an hourly rate of £8.91 per hour.

The salary for position 2 is £6,671.81 per annum which is based on an hourly rate of £8.91 per hour.

## **Application Process**

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Tuesday 19<sup>th</sup> October and e-mailing it, together with a letter of application, to Pippa Booth, HR Assistant, on [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org). Please indicate on the application form whether you are applying for position 1 or 2.

Candidates will be invited to interview as applications are received, so you are encouraged to apply as soon as you are able. The vacancy may close early if sufficient appointments are made following interviews.

Thank you for your interest in the position.