



## WEST BUCKLAND SCHOOL

**Role: Cleaner / Porter**

**Full time and part time roles available**

**Pay: £10.42ph**

**Location: West Buckland**

If you would like to work on a beautiful campus in the heart of Devon, with a great team of people, in an inspirational environment with lots of benefits then please continue reading.

We are seeking to appoint a Cleaner / Porter. Previous experience an advantage, but consideration will be given to enthusiastic individuals who are keen to work as part of our team. Role can be a full or part time. Your own transport is essential due to location of the school.

### **The School**

West Buckland School comprises a Nursery, a Prep School and a Senior School. The three schools share a beautiful campus, located in 100 acres of North Devon countryside, close to the town of Barnstaple. The Prep and Senior schools are situated in separate buildings on the same campus and share access to all the facilities. Throughout its history, the school's premises have developed to serve its educational needs and, since 2008, West Buckland has invested in excess of £13.5m on developing this beautiful campus, which now boasts a sports centre, theatre as well as the best Creative Art and Sixth Form boarding facilities in the region. The school values the development of characteristic values articulated in the aims and ethos of the school, which enable children to become creative risk takers, inquirers and critical thinkers. Music, drama, sport and art feature highly in the lives of our pupils as do the range of different Nationalities represented. Welcoming diversity is a feature of a West Buckland education. Further information about the school may be found on our website: [www.westbuckland.com](http://www.westbuckland.com)

### **General Duties**

Working directly to the duty Caretakers who are responsible to the Estates and Operations Manager, this is a year-round position as a General Cleaner/Porter.

The scope and duties of the posts are:

- Assist with maintaining the highest possible standards of cleaning and hygiene required throughout the area of allocation, following correct procedures.
- Duties to including but not exclusive to: collection of refuse and disposal, cleaning of toilets and changing rooms, floor maintenance, vacuuming, replenishing of cleaning supplies, toilets rolls, hand towels and soap.
- Assisting with deep cleaning programme as requested by Caretaker, including cleaning of carpets with relevant machinery and use of pressure washer, weeding of paths around perimeter of work areas.

- Window cleaning as required after consultation with Caretaker.
- Assist with school event set up and event clear up
- Assist with the movement of furniture and equipment across the school site, some heavy lifting may be involved.
- Ensure any defects are reported to the Caretaker - worn furnishings, soft coverings or broken or damaged items.
- Attend relevant mandatory training sessions and courses as required.
- The duties of this post as identified are not exhaustive and may be reviewed and amended as necessary.
- All drinks and lunch are provided at all times whilst the school catering facilities are operational.
- The school reserves the right to amend your working days to aid in the delivery of the school's provision providing five days' notice of change is provided, the change will be deemed to be core working hours with no overtime applicable.

### **Qualifications**

NVQ in Cleaning and Support Services is desirable but not essential.

### **Hours of Work**

Full-time post is 39 paid working hours per week. Normally, the hours will be 0700-1600hrs, Monday to Friday, with a cumulative unpaid break totalling 60 minutes per day. One day a week, on rotation basis, you will finish work one hour earlier, at 1500hrs. May Day Bank Holiday, School Speech Day and School Open Days are normal working days for this post. Part time role working hours negotiable. Part time hours to be discussed.

### **Child Protection**

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Safeguarding Officer or to the Headmaster.

### **Safeguarding Policy Statement**

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Safeguarding questions will be asked to all candidates during the interview

process". West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and online media limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

### **Data Protection**

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.

### **Application Process**

Please send a fully completed application form, and any supporting information, to [recruitment@westbuckland.com](mailto:recruitment@westbuckland.com) or by post to: Recruitment, West Buckland School, West Buckland, Barnstaple, EX32 0SZ

We welcome early applications and reserve the right to interview and appoint before the closing date.

### **Staff Benefits**

- Salary Competitive salary will be discussed with candidate's dependent on experience and qualifications.
- Holidays You will be entitled to 5 weeks paid holiday plus all Bank Holidays except May Day which is a normal working day for the whole school, an additional day off is given in lieu of working this day.
- Flexible working hours
- Pension & Life Assurance. There is a Group Pension Scheme which you can join after the successful completion of three months employment.
- Free onsite parking
- Free school meal while on shift
- Great Location: West Buckland School comprises a Nursery, a Prep School, and a Senior School. The three schools share a beautiful campus, located in 100 acres of North Devon countryside, close to the town of Barnstaple.
- Use of onsite gym and swimming pool
- Fully funded accommodation
- Wellbeing initiatives and an employee assistance programme.