



WEST BUCKLAND
SCHOOL

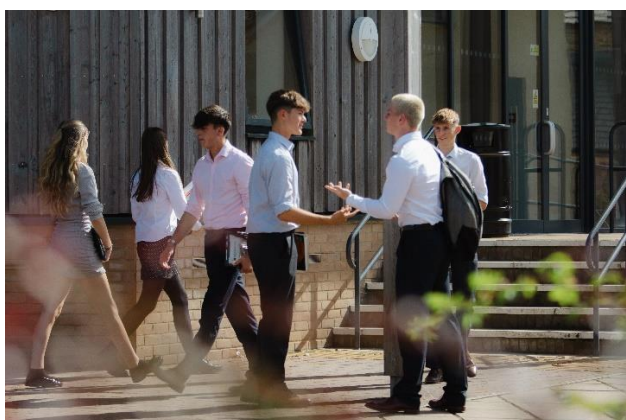
Join Our Team

WE'RE HIRING

**Cleaner/Porter
Full-time**

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves a school offering a world class education.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: recruitment@westbuckland.com www.westbuckland.com Reg. Charity No: 1167545



Our School

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently, the school has built 'The Hub', a centre for personalised learning and development, Café 58 sixth form dining and social space, as well as Potbury studio theatre.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 150 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results are typically around 75% A* to B and at GCSE around 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



Job Description

Cleaner/Porter – Full Time

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 two full-time Cleaner/Porters to join our team. Previous experience an advantage, but consideration will be given to enthusiastic individuals who are keen to work as part of our team. Your own transport is essential due to location of the school.

General Duties

Reporting 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 the 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 the 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.

Qualifications

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

Hours of Work

This is a full-time post working 39 hours per week. Normally, the hours will be 07:00-16:00, or 09:00-18:00 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 15:00/17:00. May Day Bank Holiday, School Speech Day and School Open Days are normal working days for this post. The school reserves the right to amend 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.

Benefits

Along with a competitive salary, all drinks and lunch are provided whilst the school catering facilities are operational. The School also offers 25 days holiday per year, plus bank holidays, pension scheme, and use of fitness facilities.

Interested applicants should submit an application form and letter of interest to:
HR Manager, West Buckland School via email at: recruitment@westbuckland.com
Interviews will be held on receipt of satisfactory applications.

Safeguarding Policy Statement

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 and Child Protection Policy 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 Designated Safeguarding Lead or to the Head.

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 reference checks with past employers and the Independent Safeguarding Agency.

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. In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and 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.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged 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 shortlisted candidates on Google and Social Media and 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