



Recruitment Pack





The Application Process

Dear Applicant,

Thank you for showing an interest in our School and the vacancy which we are currently advertising.

Our School

Sibford is a family school which is built upon outstanding pastoral care and a values-based approach to education. Small class sizes and strong relationships built upon mutual respect are the bedrock of all that we do. Our intake of pupils is broad in ability with some exceptional academic talents and others who might find their talents lie more fully in other areas. Knowing each pupil as well as we do however means that we can support and encourage them to achieve their aspirations whatever these might be.

Come and join Sibford to enable our pupils to be able to be creative, be adventurous, be curious, be confident and be themselves.

Whichever role you apply for, if you are successful you will become part of our very special school community and work alongside experienced professionals.

You can complete the application online via the school website at: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01925 781291.

This appointment is to start as soon as possible. Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged. Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school. Further detail will be provided to you nearer to the interview date and will be dependent on which role you are applying for.

Human Resources Department

JOB DESCRIPTION

Job Title: Housekeeping Assistant

Reports to: Senior Housekeeper

Key Contacts and Relationships: Senior Housekeeper, Estate Manager, Estate Team, domestic staff, teaching and associate staff & students.

Overall Purpose: To provide a comprehensive cleaning and laundry service to all areas of the school as instructed by the Senior Housekeeper.

Key Responsibilities

- To undertake cleaning of internal and external areas of the school as specified by the Senior housekeeper to include vacuuming, dusting, mopping, sweeping, polishing, washing etc.
- Use of chemicals where necessary
- Removal of waste from areas
- Efficient response to spills and other ad hoc cleaning needs
- Assistance with the preparation of (setting up etc.) rooms and areas for school
- Identification of any repairs required in the areas that you are cleaning
- Any other reasonable cleaning and laundry demands.

Key Performance Measures

- Specified areas are cleaned to the standard demonstrated by the Senior Housekeeper
- Provision of a safe and hygienic work environment
- Cleaning requests are responded to promptly and efficiently

Skills and Competencies required in the role

- Experienced cleaner – preferably with knowledge of working in a school or similar environment
- Awareness of COSHH (Control of substances hazardous to health)
- Ability to work safely in an environment where others will also be working
- Ability to recognise and respond positively to cleaning requirements
- Ability to work as part of a team and also to work on own initiative
- Ability to use commercial washing and drying machines

Safeguarding

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the School and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other requirements

- Comply with health & safety in the workplace
- Comply with the School's Equal Opportunities Policy
- Comply with confidentiality of all data and information viewed and received while at work.

December 2023

Summary of Employment Remuneration and Benefits

	Associate Staff
Pay/Salary	Sibford Associate Scale Previously attached to NJC payscale but now stands alone.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Group Income Protection	None
Staff Discount	66.6% pro-rated
Paid Holidays	28 days + Bank Holidays. Increases to 33 days after 5 yrs of service
Sick Pay	1 month full & 1 month half pay per yr of service - to maximum of 6 yrs
Free Meals	School lunch provided in working hours
Cycle to Work Scheme	Salary sacrifice scheme
Employee Assistance Programme	Access to counselling and information services
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times

Further details are contained in the Staff Handbook.