



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

CLEANING OPERATIVE
PERMANENT
CASUAL/ZERO HOUR
IMMEDIATE START



WWW.STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a 600 strong 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Cleaning Operative
TYPE OF POST	Zero hour, Permanent Contract - emergency call-out provision. Occasional weekend work
START DATE	January 2025
GRADE	£11.44 per hour

POST & DEPARTMENT

Advert	The Cleaning Operative team are an integral part of the St Edmund's Business Support function, ensuring all areas of the School are clean and hygienic, creating a positive working and living environment for all staff and pupils. Working as part of the Operations department the role is integral to the smooth running of the School.
Department	Overseen by the Operations Manager, the cleaning team is made up of approximately 15 cleaners. The wider team include; Events, Lettings, Catering, Minibus drivers, Laundry and Reception. In accordance with the highest standards, a full induction and training schedule will be implemented prior to commencement of tasks.
Role	To perform general cleaning and associated duties to ensure that all assigned areas are clean and hygienic.
Hours of work	The position is casual, working on an as and when needed basis. The usual hours of work for the post vary between 06.00am to 6.00pm.

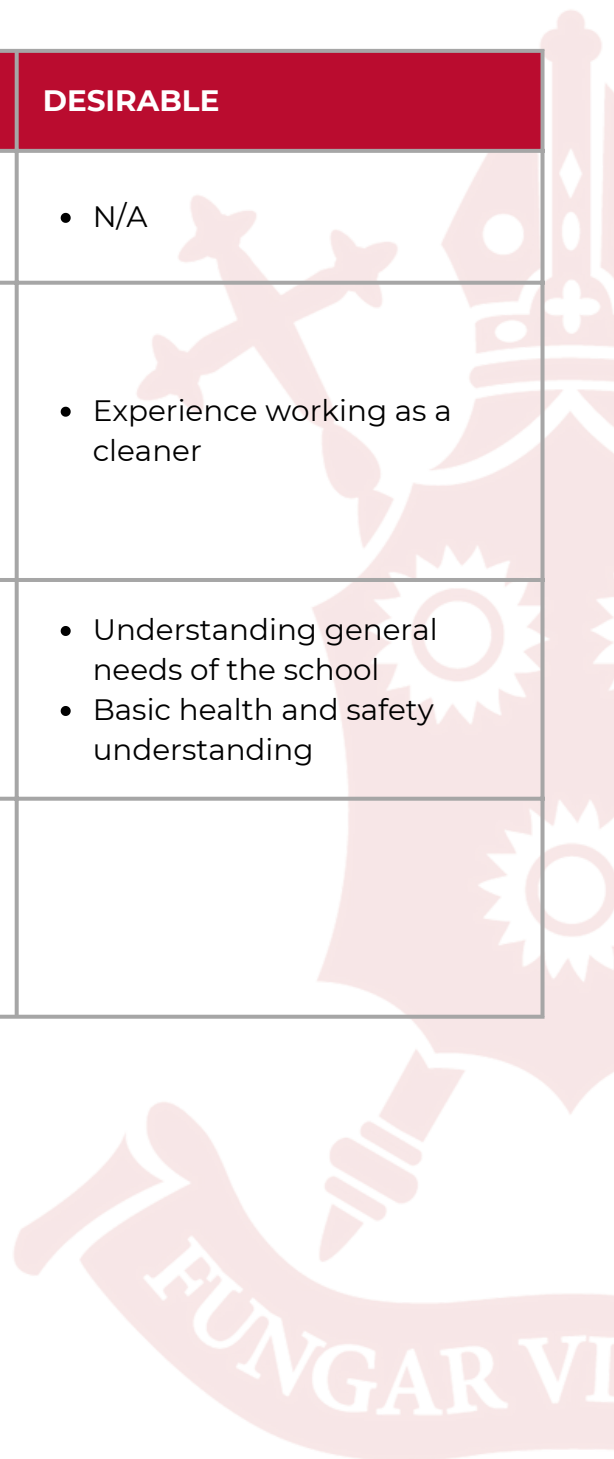
THE ROLE

KEY RESPONSIBILITIES

- General cleaning duties to include cleaning, washing, mopping, polishing and vacuuming of the assigned areas required standard (this list is not exhaustive).
- Empty bins etc. and remove waste to designated areas.
- Clean toilets and washrooms to the required standard where allocated.
- Clean work surfaces and other furniture as directed.
- Undertake a periodic complete deep clean of all assigned areas.
- Hand in lost property to the Operations Team.
- Maintain stock levels of cleaning equipment and supplies for assigned areas.
- Keep all equipment in safe working order and report any faults to the Operations Team.
- Leave the assigned area in a clean and safe state on completion of shift.
- Use equipment and cleaning materials as directed and in accordance with instructions and current legislation (to include the correct use of PPE).
- Comply with the instructions relating to security and confidentiality.
- Undertake any other duties as directed by the Operations Manager which may be reasonably required within the level of the post
- Attend all training meetings and training courses as required by the Cleaning Manager.
- Familiarise and comply with the School's Health and Safety Policy and report any hazards or potential hazards to the Operations Manager.
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A
EXPERIENCE	<ul style="list-style-type: none">• Practical• Ability to read and take instructions• Excellent communication and organisational skills	<ul style="list-style-type: none">• Experience working as a cleaner
KNOWLEDGE	<ul style="list-style-type: none">• Good command of the English language (spoken and written)• Ability to read instructions	<ul style="list-style-type: none">• Understanding general needs of the school• Basic health and safety understanding
BEHAVIOURS	<ul style="list-style-type: none">• Ability to work as part of a team and/or on their own• Stay calm in an emergency• Be flexible	



CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury 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 and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Monday 6th January 2025.

Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

