



ST JOHN'S BEAUMONT PREPARATORY SCHOOL OLD WINDSOR



School Weekend Cleaner
Candidate Information Pack
March 2024



ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for children aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. Please note that online searches may be performed on shortlisted candidates, including social media accounts.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age,



disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

BENEFITS

PENSION After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Pension Plan with People's Pensions.

HOLIDAYS There is a generous holiday entitlement, and you will be entitled to 25 days' annual leave per year (pro rata), generally to be taken outside of term time, plus 8 public holidays.

SICK PAY On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

MEALS AND REFRESHMENTS During term time a freshly prepared, nutritious lunch is available as well as refreshments during your working day, free of charge.

PARKING There is ample free on-site parking available.

STAFF FACILITIES AND SPORT Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

INDUCTION AND STAFF TRAINING AND DEVELOPMENT You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

DISCOUNTED SCHOOL FEES At the discretion of the Headteacher and Bursar, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

STAFF AND WELLBEING You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

FLEXIBLE WORKING The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible

SCHOOL LIFE All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.



JOB DESCRIPTION

Job Title	School Weekend Cleaner
Group	Facilities
Reports to	Site Manager
Responsible for	-

JOB PURPOSE

ROLE SPECIFICATION:

- Start Date: March 2024
- Working hours: A minimum of 6 hours over the weekend, year-round. The School is able to be flexible with precise timings, particularly during the School holidays.
- Salary: £11.50 per hour
- Holiday: 25 days paid holiday (pro-rata) and bank holidays

ROLE OVERVIEW:

St John's Beaumont School is seeking to appoint a well organised, methodical cleaner to complement our Housekeeping and Cleaning Team, who are responsible for maintaining high standards of cleanliness throughout the school.

The weekend cleaners and maintenance team are essential to the operation of the school facilities, as they have the opportunity to clean classrooms and other areas of the School which are occupied during the day-time. The selected candidate will also support the Boarding Team with the upkeep of the dormitories, residential areas and laundry over the weekend.

The successful applicant will join our existing team of cleaners and maintenance staff to support in creating a clean and safe environment for all pupils and staff.

No previous experience is required, but the selected candidate must be willing to work as part of team and approach all tasks with enthusiasm. The successful applicant will be able to use their own initiative when needed, and make a positive contribution to the School.

The School is also open to the completion of additional hours on an ad-hoc basis, to be agreed with the Head Cleaner and Bursar. The School can also offer support with travel expenses.



Person Specification:

	Essential / Desirable
Knowledge	
• Sound knowledge of safeguarding procedures or willingness to learn	E
• Knowledge of COSHH or willingness to undertake training	E
Experience	
• Experience as a cleaner or housekeeper	D
• Experience working or volunteering in a School setting	D
Skills & Personal Qualities	
• Clear and effective communicator	E
• Flexible approach to work and willingness to help others, with good humour	E
• Excellent interpersonal skills; the ability to communicate and work collaboratively in a team	E
• Pro-active and approachable	E
• Appreciate and support the role of other professionals and colleagues	E
Qualifications	
• Willingness to undertake safeguarding training	E





HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office bursarsoffice@sjb.email for an application form.

CLOSING DATE

Monday 8th April at 10.00am

We reserve the right to close the application deadline early, and make an appointment before the closing date.

