



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area. Although some pupils need more support, most of our students come to school eager to learn and to contribute to their school community. The local community is supportive of the school, the catchment area is well defined and we have excellent relationships with parents who choose to send their children here. There is pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. The opportunities for your personal development are rich in this school.

Thank you for considering King James's School.

**Clare Martin**  
**Headteacher**



**KING JAMES'S SCHOOL**  
KNARESBOROUGH

# Site Cleaners

**Immediate start**

**10 - 20 hours per week available**

**Monday to Friday (hours to be worked between 3.30-8.00pm)**

**Full Year**

**£12 per hour**

**We are seeking to appoint self-motivated Cleaners to work the evening shift. You will be working with a highly supportive team, responsible for a wide range of duties which include ensuring that areas of work allocated are cleaned to high standard/specifications.**

King James's School is a large 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff.

There are several positions available between 10 - 20 hours per week anytime between 3.30pm – 8.00pm (Monday – Friday). Please state in your application how many hours you would be interested in per week. In return, we offer a competitive salary, an Employee Discount Scheme and access to a contributory local pension scheme.

You will be able to undertake general cleaning duties; and have the ability to manage time effectively to complete tasks to a high standard, working with minimal supervision.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post and will be arranged for the successful applicant.

For an application form, please visit our school website. Completed applications must be submitted via email to: [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) by **Wednesday 2 October 2024, 08.00am.**

*Please note that CVs will not be accepted.*



# The Cleaning Team

King James's School is pleased to offer the opportunity to join a highly committed Cleaning Team which delivers an outstanding service to both our students and staff, supporting their good health and wellbeing. Our team is coordinated by a Cleaning Supervisor and is crucial in providing assistance to our Site Manager in the day-to-day maintenance and look of the school.

We appreciate that the cleanliness of school classrooms and equipment is an important factor in the success of our school.

King James's School has an extensive range of facilities including: standard classrooms, bespoke classrooms such as: Art, D&T, Food Technology, Science and IT, meeting rooms, two assembly halls, a Food Court, a Sixth Form café, conference rooms, IT suites, two gyms and a sports hall.

We are very proud of our high standards and good reputation which enables us to additionally offer a number of our facilities for external hire.



# How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:  
[recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) by **Wednesday 2 October 2024 by 8am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

## JOB DESCRIPTION

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

## Site Cleaner

<i>Line Manager:</i>	Cleaning Supervisor
<i>Responsible to:</i>	<ul style="list-style-type: none"> <li>• Cleaning Supervisor</li> <li>• Site Manager</li> </ul>
<i>Salary NYCC Band:</i>	<b>Grade AB</b>
<i>Full Time/Part Time:</i>	<b>Part-time</b>
<i>Hours:</i>	<b>10-20 hours per week</b>
<i>Full Year/Term-Time Only:</i>	<b>Full Year available</b>
<i>Job Evaluated Date:</i>	January 2016

## Professional Responsibilities

## ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

## King James's School, Knaresborough

### JOB DESCRIPTION

<b>POST:</b>	Site Cleaner	
<b>GRADE:</b>	Grade AB	
<b>RESPONSIBLE TO:</b>	Cleaning Supervisor	
<b>STAFF MANAGED:</b>	None	
<b>POST REF. NO:</b>	ED6378	<b>JOB FAMILY:</b> 4
<b>JOB PURPOSE:</b>	To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.	
<b>JOB CONTEXT:</b>	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school.</p> <p>The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p>	
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>		
<b>Operational Issues</b>	<ul style="list-style-type: none"><li>• To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements. Duties will include (but not exhaustive):</li><li>• General dusting of furniture, fixings and fittings</li><li>• Dust control mopping/sweeping of floors</li><li>• Vacuuming floors</li><li>• Cleaning and polishing floors using electrical buffing machine</li><li>• Damp/wet mopping of floors</li><li>• Polishing furniture, cleaning internal glass</li><li>• Cleaning of sanitary fittings</li><li>• Using cleaning materials as instructed</li><li>• Specialist cleaning (e.g. stripping &amp; sealing of floors)</li><li>• Emptying of waste paper bins</li><li>• Wiping surfaces, fixtures and fittings &amp; paintwork cleaning</li></ul>	
<b>Communications</b>	<ul style="list-style-type: none"><li>• Communicate effectively with other members of staff within the school.</li></ul>	
<b>Resource management</b>	<ul style="list-style-type: none"><li>• To participate in the training and development and performance management processes within the school</li><li>• Store cleaning equipment and products safely and securely</li></ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li></ul>	
<b>Systems and Information</b>	<ul style="list-style-type: none"><li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li></ul>	
<b>Data Protection</b>	<ul style="list-style-type: none"><li>• To comply with the King James’s School’s (KJS) policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li></ul>	

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• KJS provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council and KJS Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The KJS requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The KJS requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
<b>Date of Issue:</b>	January 2016



## PERSON SPECIFICATION

### **JOB TITLE: Site Cleaner**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Awareness of Health &amp; Safety</li></ul>	<ul style="list-style-type: none"><li>• Ability to use floor machines</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of undertaking general cleaning duties</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as part of a team</li><li>• Experience of working in the cleaning industry</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Able to work with minimum supervision.</li><li>• Self-motivated</li><li>• Punctuality</li><li>• Flexible approach</li><li>• Attention to detail</li><li>• Ability to manage time effectively to complete tasks to a high level.</li><li>• Ability to work both alone and within a team to achieve specified standards</li><li>• Good verbal communication skills</li></ul>	
<b>Qualifications</b>	
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• Ability to carry out general cleaning duties as detailed in the Job Description</li><li>• Enhanced DBS clearance</li></ul>	