



THE PERSE
SCHOOL
CAMBRIDGE



General Premises Assistant

Upper School

Candidate Pack



The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, administration and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

Housekeeping Department

The Housekeeping team works closely with the Caretaking Department at the Upper School to provide an efficient and effective cleaning service.

Job Description

Reporting to:

As a member of the support staff, the General Premises Assistant's ultimate line manager will be the Bursar, although day to day responsibility will be to the Domestic Services Manager, with supervisory support from the Housekeeping Supervisors.

Job Purpose:

Working with colleagues to clean and prepare buildings for the school day and for various evening and weekend events, and for ensuring the school is presented in the best light possible.





Salary: £24,597 pa

Working hours: 37.5 hours a week, full year

Key Responsibilities

The General Premises Assistant will principally be based at the Upper School in Hills Road, but is required to help clean and reset the dining room at the Pelican school (a five minute walk away from the Upper) after the lunch service.

They may also need to provide support at the School's other sites on occasions.

The appointed person would be expected to carry out a varied number of duties as instructed at various school sites including:

- Daily cleaning duties as required including:
 - ♦ Cleaning and maintaining the public/general use areas around the School;
 - ♦ Cleaning of various offices and other areas;
 - ♦ Cleaning of toilet and shower facilities.
- Cleaning classroom areas at the end of the day to assist the evening cleaning team.
- Assisting the Caretakers on occasions with setting up rooms for events (including moving furniture).
- Assisting in the deep cleaning of areas as required including:
 - ♦ Carpet and upholstery cleaning;
 - ♦ Scrubbing/buffing floors;
 - ♦ Washing down walls and paintwork.
- Other general premises tasks as required.

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.





Person Specification

Knowledge

Desirable

- An understanding of cleaning practice and associated safety procedures.

Relevant Experience

Desirable

- Working in a School environment.
- Previous experience of cleaning work.

Skills and Abilities

Essential

- Honesty and reliability.
- High standards and attention to detail – the ability to achieve and maintain a consistently high standard of work.
- The ability to work alone and as part of a team, communicate with staff at all levels and to establish good working relationships.
- Good organisational skills and self-motivation.
- A 'can-do' attitude and approach to work.
- Good level of English, both verbal and written.

Job Specific Terms and Conditions

Working Hours

This post is full time for 37.5 hours a week. Normal working hours are 10.00am - 6.00pm, Monday-Friday, with a half hour's unpaid break.

The post is full year.

You may be required to work such additional hours as the needs of the job require. No extra payment will be made for this additional time but, where appropriate, time off in lieu or overtime payment may be given, with the agreement of your line manager and the prior approval of the Bursar.

Pay and benefits

- Salary of £24,597 per annum plus a £500 joining bonus to be paid after a probationary period.
- Membership of a Group Personal Pension Scheme with employer contributions of 13.75% of pensionable salary. Death in Service benefit of 3 x salary.
- Paid holiday entitlement is 30 days plus Bank Holidays per annum with 5 days to be taken at Christmas and 4 days at Easter.
- Free lunch in term time and certain periods of the school holidays.
- Free on site parking (subject to availability).
- Cycle to work scheme.
- Free access to fitness suite and swimming pool during times set aside for staff only use.





Application process

Please click on [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR department at recruitment@perse.co.uk.

Closing Date

The closing date for applications is **Monday 16th February** at midday, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

