



## Queen Mary's SCHOOL

### **HOUSEKEEPING:**

The Housekeeping Department is responsible for the cleaning of all areas of the School, except the kitchen. We are seeking to appoint a motivated and energetic cleaner to be part of the team at Queen Mary's.

This is a good opportunity for a well-motivated and dedicated individual. The ideal candidate will:

- be able to exercise total discretion and uphold confidentiality, when appropriate
- be a committed team member
- have attention to detail
- have exceptionally high standards of discipline and integrity
- be able to follow instructions
- take pride in their work
- committed to achieving high standards of cleanliness and hygiene
- be reliable and punctual
- work efficiently and effectively at speed
- be aware of the importance of Child Protection and Safeguarding of young people
- be prepared to undergo appropriate training as requested
- support the ethos of the School and broad education
- have a clear sympathy with the advantages of single-sex education
- have energy, drive, enthusiasm and a positive manner

#### Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the school.
- Adhere to all Health and Safety policies and procedures.

#### General

- Undertake any other duties as reasonably requested by leadership and management.
- Adhere to all our Departmental policies and procedures.

Appropriate training will be provided and the school may also support any work towards relevant professional qualifications.

This appointment is in regulated activity.

Queen Mary's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, in accordance with the Children Act 1989. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety and welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead and Head.

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Cleaner is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references
- The appointee will be required to complete a confidential pre-employment health questionnaire (and medical examination where applicable), the costs of which will be met by the School
- The appointee will be expected to participate in an annual appraisal process
- The appointee will be enrolled in the School's auto-enrolment pension provider NEST
- The appointee is required to give the School one month's notice of his/her intention to leave this post
- The appointment is subject to a 3 month probationary period which may be extended following a performance review
- Meals will be provided in term time during the hours of work
- Accommodation is not provided

## **Description of the School**

### **UT SERVIAMUS**

A Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School....

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

More information about Queen Mary's can be obtained from our web site at:

[www.queenmarys.org](http://www.queenmarys.org)

Owned by the Woodard Corporation, Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

We have a co-ed nursery and pre-prep department (currently one form entry in each year group) but the main school is for girls only and spans the age range 7 to 16. While we prepare a few girls for Common Entrance at 11, 12 and 13+, most girls stay on and study for their GCSE examinations with us, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition, and we have an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service. The School has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos, promoting Christian education and high academic and pastoral standards. All members of staff are expected to be in sympathy with the aims and ethos of the School.