



CANDIDATE BRIEF

Housekeeping Assistant





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your career journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that employees, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on

traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR ASSOCIATE STAFF

Pay/Salary	Sibford Associate Scale. Previously attached to NJC payscale but now stands alone.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Group Income Protection	None
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	28 days + Bank Holidays Increases to 33 days after 5 yrs of service
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - HOUSEKEEPING ASSISTANT

**Part time, 30 hours per week, various shifts available, mornings and afternoons. All year round.
£24,379 per annum FTE, plus benefits**

Sibford School Sibford School is a co-educational, independent day and boarding school for children aged 3-18 based on the edge of the Cotswolds. We have a large campus with a wide range of facilities available to our pupils.

We are looking for an enthusiastic Housekeeping Assistant to join our friendly team who can deliver an excellent cleaning service for the benefit of our whole school community.

- An experienced cleaner with knowledge of working in a school or similar environment (preferable)
- Awareness of COSHH (Control of substances hazardous to health)
- Ability to work safely in an environment where others will be working
- Recognise and respond positively to cleaning requirements
- Ensure specified areas are cleaned to the standard demonstrated and expected by the Senior Housekeeper.

We require people to work effectively as part of a team, to work on their own initiative and provide a safe and hygienic work environment.

For more information, please read the Candidate Pack and to apply please download and complete an application form and return to vacancy@sibfordschool.co.uk

Sibford School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

We will seek suitable references, an Enhanced DBS Check and undertake a Right to Work in the UK check (Sibford School does not offer sponsorship).

The School welcomes staff that share and understand our commitment and we ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Closing date: Thursday 27th February 2025 at 12pm

Interview date: W/c 3rd March 2025, date to be confirmed.

We reserve the right to close prior to this date should sufficient applications be received. Please note, we are unable to accept CV's, as part of our Safer Recruitment Policy.



THE ROLE - HOUSEKEEPING ASSISTANT

Overall Purpose: To provide a comprehensive cleaning service to all areas of the school as instructed by the Senior Housekeeper.

Reports to: Senior Housekeeper.

Key Contacts and Relationships: Senior Housekeeper, Estate Manager, Estate Team, domestic staff, teaching and associate staff & students.

Key Responsibilities

- To undertake cleaning of internal and external areas of the school as specified by the Senior housekeeper to include vacuuming, dusting, mopping, sweeping, polishing, washing etc.
- Use of chemicals where necessary
- Removal of waste from areas
- Efficient response to spills and other ad hoc cleaning needs
- Assistance with the preparation of (setting up etc.) rooms and areas for school Identification of any repairs required in the areas that you are cleaning
- Any other reasonable cleaning and laundry demands.

Key Performance Measures

- Specified areas are cleaned to the standard demonstrated by the Senior Housekeeper
- Provision of a safe and hygienic work environment
- Cleaning requests are responded to promptly and efficiently

Other requirements

- Comply with health & safety in the workplace
- Comply with the School's Equal Opportunities Policy
- Comply with confidentiality of all data and information viewed and received while at work.

Skills and Competencies in the role:

- Experienced cleaner – preferably with knowledge of working in a school or similar environment
- Awareness of COSHH (Control of substances hazardous to health)
- Ability to work safely in an environment where others will also be working
- Ability to recognise and respond positively to cleaning requirements
- Ability to work as part of a team and also to work on own initiative
- Ability to use commercial washing and drying machines

Safeguarding

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the School and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	<ul style="list-style-type: none"> • Willingness to undertake training to carry out the role as required • Ability to speak and understand the English language 	
Knowledge required	<ul style="list-style-type: none"> • Ability to work independently with limited supervision • Work efficiently as part of a team • Effective and supportive team member • Ability to communicate clearly and follow instructions • Good time management skills • Ability to use initiative when dealing with unexpected issues 	
Experience required	<ul style="list-style-type: none"> • Experience of undertaking a range of cleaning duties 	<ul style="list-style-type: none"> • Experience in the cleaning industry • Experience in a customer focused role • Awareness of Health & Safety Regulations relating to cleaning materials and equipment
Skills and aptitudes required	<ul style="list-style-type: none"> • Well organised and methodical approach to work • Good attention to detail • Desire to deliver a high quality service to customers • Flexibility in response to the changing demands of the post • Ability to carry out some lifting and carrying of items • Willingness to be accountable for standard of work 	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date for completed applications is Thursday 27th February 2025 at 12pm.

Interviews will be held in the week commencing 3rd March 2025, exact date to be confirmed.

