



# Kimbolton School

CAMBRIDGESHIRE



**APPLICATION PACK**

# CONTENTS

- Welcome
- The School
- Commitment to Safeguarding
- The Role
- Duties and Responsibilities
- Terms and Conditions
- Method of Application
- Notes



T AVORUM



SPES DURA

# Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The 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. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education September 2023, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Cleaner

**Required as soon as possible**

## The School

Kimbolton School was founded in 1600 and currently educates approximately over 1,000 children aged 4-18 in a co-educational, predominantly day environment (Monday to Saturday), although there are approximately 50 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at:

[www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

## Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

## The Role

We seek to recruit a reliable part-time Cleaner, for 15 hours per week, term time only which includes half term weeks (38.4 weeks), to support the Domestic Services team with the daily cleaning of the School.

## Duties and Responsibilities

- Accountable to the Domestic Services Manager of Kimbolton School for the satisfactory execution of duties both by method and time.
- Responsibility for the safe custody of cleaning machines, equipment and materials issued for the completion of duties, and for the reporting of defects, loss, etc. of such equipment.
- In cleaning, to adhere to the route, routine, schedule and method stipulated by the Domestic Services Manager or his/her designated supervisors.

- To work as directed. This may be in any part of the School either individually or as part of a team in any task which has been allocated.
- To achieve maximum efficiency, cleaning operations will take place where and when it is convenient to users.

## Terms and Conditions

<b>Responsible to:</b>	The Domestic Services Manager
<b>Hours of work:</b>	15 hours per week. The shifts available are: 6am to 9am <b>or</b> 5pm to 8pm, Monday to Friday. Please specify in the application the hours you would be able to work. Shift pattern to be agreed with the Domestic Services Manager.
<b>Remuneration:</b>	£10.45 per hour
<b>Holiday entitlement:</b>	24 days pro rata annual leave entitlement plus Statutory Bank and Public Holidays. For term time only staff, annual leave entitlement will be calculated and will be included with the salary. No annual leave is to be taken during term time.
<b>Pension:</b>	The School offers a pension scheme in accordance with the auto enrolment regulations.
<b>Referees:</b>	The names and addresses of two professional referees are required. Referees will not be contacted without the permission of the applicant.

## Method of Application

Please email a letter of application, together with the completed Application Form and Supplement to the Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

**The closing date for applications is: 9.00am Friday 22<sup>nd</sup> September 2023.  
Interviews will take place week commencing Monday 25<sup>th</sup> September 2023.**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands, or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)