



**THE MOUNT SCHOOL YORK**

**APPLICATION PACK**

**CLEANER**

**Closing Date: 31 January 2025 9:00am**

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

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



## LIFE AT THE MOUNT SCHOOL YORK

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As the UK's second largest tourist destination, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates girls from the age of 3 to 18. There are approximately 200 pupils in the School, with around 40 in the Junior School and 160 in the Senior School. There are approximately 35 boarders in the Boarding House, housing girls aged 11 to 18.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse, and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers. We are an iPad School and all pupils and staff work with iPad technology.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.



## **APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE**

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are subject to a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK if applicable.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The School is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Principal.

### **Invitation to Interview**

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, eg the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current photocard driving licence or a passport as a form of photographic id (if you do not have photographic id then please bring a full birth certificate).
- A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- For overseas candidates, where appropriate, documentary evidence of the right to work in the UK.



## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Applications should be addressed to Michael Aldridge and sent by post to The Mount School, Dalton Terrace, York YO24 4DD or email to [recruitment@mountschoolyork.co.uk](mailto:recruitment@mountschoolyork.co.uk)

### **Rehabilitation of Offenders Act 1974**

Accordingly, this post is exempt from the Rehabilitation of Offenders' Act 1974 and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

### **Previous Employment**

Please provide a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

### **References**

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. **References may be sought on short listed candidates prior to interview** and we may approach previous employers for information to verify particular experience or qualifications, before interview.



## **BENEFITS AND SALARY FOR CLEANER**

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Salary £23,021 FTE
- Part-time hours of work, from 4.00pm to 8.00pm, Monday to Friday (term time only plus 4 weeks)
- Free on-site parking.
- Use of the School's excellent facilities including the Fitness Suite and Swimming Pool.
- Salary paid monthly into a bank account on the 25th day of each month.
- Contribution pension scheme.

### **Cleaner**

The Mount seeks to appoint a Cleaner for our Domestic Services Department, reporting directly to the Cleaning Supervisor. The primary responsibility of this role is to maintain the highest standards of hygiene and cleanliness throughout the school.

This is a part-time position, with working hours from 4:00 pm to 8:00 pm, Monday to Friday. The role is term-time only, plus an additional 4 weeks during school holidays spread throughout the year.

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed.

The post holder may be required to undertake any other reasonable task requested by the Principal which falls within the capabilities of the successful applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of an independent boarding and day school.

The Mount School, York is an equal opportunities employer.



### Job Description: Cleaner

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

<b>Job Title</b>	<b>Cleaner</b>
<b>Main purpose of the job:</b>	<ul style="list-style-type: none"> <li>To ensure the highest standards of hygiene and cleanliness throughout the school.</li> <li>To uphold and promote the School's ethos, vision, and compliance with policies and procedures as outlined in the Staff Handbook.</li> </ul>
<b>Reporting to:</b>	<b>Cleaning Supervisor</b>
<b>Working hours and conditions:</b>	<ul style="list-style-type: none"> <li>Part-time, 4:00 pm to 8:00 pm, Monday to Friday</li> <li>Term-time only (39 weeks), plus 4 weeks of work during school holidays</li> </ul>
<b>Main responsibilities and duties:</b>	<ul style="list-style-type: none"> <li>Perform assigned cleaning tasks thoroughly and efficiently.</li> <li>Adhere to the School's Health &amp; Safety policies and relevant risk assessments.</li> <li>Follow all COSHH guidelines and instructions for the safe use of cleaning products.</li> <li>Work collaboratively and flexibly to support the overall objectives of the cleaning team.</li> </ul>

The post holder may in addition be asked by the Principal and/or Bursar to carry out other such reasonable duties as may be required for the benefit of the School and the pupils' education and wellbeing.



### PERSON SPECIFICATION FOR CLEANER

	Essential	Desirable
An awareness of health & safety policy and practice.	✓	
A 'can do' attitude.	✓	
Good interpersonal skills.	✓	
Takes pride in work and perseveres to complete a job.	✓	
Focus on outcomes and providing essential customer services.	✓	
Ability to work within a team and independently.	✓	
Ability to demonstrate personal honesty and integrity.	✓	
Ability to communicate well with staff and students. Sense of humour.	✓	
Adaptable and flexible to meet demands of role i.e. adaptable hours.	✓	
Compatible with the School's Quaker ethos and values.	✓	