



The Purcell School
for young musicians



School Cleaner / Housekeeper
for September 2019

INFORMATION FOR CANDIDATES



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

School Cleaner & Housekeeper

The cleaning and housekeeping teams are responsible for maintaining high standards of cleanliness throughout the school. In addition staff are responsible for the operation of the laundry. Reporting to the Senior Housekeeper, cleaners/ housekeepers are expected to take responsibility for cleaning key areas of the school to the frequency and standard set out.

The key areas of the school to be cleaned are;

- Toilet and cloakroom areas
- Staff Offices and Staff Room
- Classrooms and Practice rooms
- Corridors and Stairs
- Science labs and Art block
- Medical Centre
- Operation of the laundry
- Boarding Houses

TERMS AND CONDITIONS

The working hours will 25 hours per week 10am until 3pm 52 weeks per year.

The hourly rate of pay is £9.03 from September 2019.

PERSON SPECIFICATION

Ability & Skills
Ability to carry out general cleaning duties
Punctuality and reliability
Able to work as part of a team
Ability to work with minimum supervision
Able to adapt to changing priorities
Awareness of and willingness to follow the schools policies and procedures relating
An awareness of and commitment to the relevant legislation and guidance in



HOW TO APPLY

If you wish to apply, please complete the School's Application Form (available on our website) and send it with a supporting Personal Statement to the Principal as soon as possible. Please do not send a separate curriculum vitae. Closing date for applications is **9am Monday 19th August 2019**.

Personal statements should outline your experience, subject knowledge and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to create inspirational lessons. The Personal Statement is your opportunity to tell us how your skills and experience, both within your subject and beyond, can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview, at which you will have the opportunity to meet key staff and see around the school. Interviews will explore subject knowledge, pastoral experience, the ability to relate appropriately to students and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity and qualifications to the interview.

Applications should be made to the Principal, sent by email to j.wallis@purcell-school.org or by letter to:

Mrs Joanna Wallis, *Deputy Bursar*
The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS

We encourage all candidates to visit The Purcell School and get a first hand experience of our unique atmosphere and ethos. If you would like to take advantage of this opportunity, please get in touch with the School by contacting us on 01923 331 104.

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

