



Est. 1919

BRAMBLETYE

APPOINTMENT OF
CLEANER (MORNINGS)

FLEXIBLE START DATE

INFORMATION FOR APPLICANTS

WORK
HARD
PLAY
HARD
& BE
KIND

www.brambletye.com

#proudtobepink



WELCOME TO BRAMBLETYE SCHOOL



....a very warm welcome and thank you so much for your interest in working at Brambletye School.

My name is Will Brooks, and it is my privilege to have been the Headmaster here at Brambletye since 2015. Founded in 1919, Brambletye was originally a small boys' boarding school in Kent before moving to its present location in 1933. Today we are a thriving independent co-ed prep school for pupils aged 2 to 13 years, located in a large country house set in stunning and tranquil grounds overlooking the Ashdown Forest and the Weir Wood Reservoir.

At Brambletye our staff and pupils aspire to three core values - *Work Hard, Play Hard and Be Kind*, and I am incredibly proud of my staff, they are the school's greatest asset. From our Prep, Pre-Prep and Nursery staff and teaching assistants, our boarding team and our specialist teachers of sport, music, and drama through to our Bursary, Admin, Estates and Housekeeping departments, Brambletye pupils and their families benefit from a staff who are dedicated, accomplished and talented. Above all, we are immensely passionate about what we do and proud of where we work...it is a real team effort.

I believe Brambletye offers a fantastic working environment, with a culture of openness, supportiveness and a strong emphasis placed on staff wellbeing and morale.

I hope that you find this Cleaner (Mornings) Applicant Information Pack useful and informative, and I look forward to welcoming you to Brambletye soon.

Yours,

A handwritten signature in black ink, reading "Will Brooks".

Will Brooks
Headmaster



A BRAMBLETYE EDUCATION

We are a school with a strong sense of family - we share experiences and support each other. Our pupils learn to celebrate other pupils' success as well as their own, and to be kind to those around them.

A Brambletye education is focused on the individual. We encourage every pupil to find the area or subject in which they can excel, building their confidence and self-esteem. A love of learning is fostered from an early age, and our pupils are taught to be generous of spirit and curious about the world around them. Most importantly, they are encouraged to recognise their advantages, and develop into responsible citizens with an understanding of how they can make a difference in society.

Pupils are taught a broad curriculum, leading ultimately to the Common Entrance or academic scholarship examinations at 13+; they are mostly class taught by a single teacher to the end of Year 4, and by specialist subject teachers thereafter.

Great emphasis is also placed on the extra-curricular side of school life. Sport, music, art, and drama, as well as a wide variety of clubs and activities, play a prominent part in our pupils' timetable.

Everyone at Brambletye, from the teachers and boarding staff through to our bursary and estates staff, is involved in the pastoral care of each pupil. Their wellbeing is at the very core of our school, and it is our strong belief that true academic success can only be achieved when built on a foundation of happiness and confidence. Brambletye operates a multi-tiered pastoral system involving form tutors, personal tutors, House staff and boarding staff.

There are currently 300 pupils at the school from Nursery to Year 8. Brambletye has a healthy blend of day pupils and boarders with many of our pupils opting to board 'part time' as day boarders.

From Brambletye, our pupils go on to a wide variety of senior schools, these include: Tonbridge, Benenden, King's Canterbury, Charterhouse, Sevenoaks, Eton, Brighton, Eastbourne, Ardingly, Hurst, Uppingham, Marlborough and Oundle.



CLEANER (MORNINGS) AT BRAMBLETYE

Our Cleaners at Brambletye are required to maintain high standards of cleanliness and hygiene throughout the school. They need to be able to work quickly, efficiently, to health and safety guidelines and take great pride and care in their work.

As part of this role, you will be expected to carry out a range of cleaning duties to a high standard, including vacuuming, dusting, mopping, buffering, and disposing of waste.

Ideally, we would like the postholder to start with us as soon as possible but we are willing to be flexible about the start date if needed.

HOURS OF WORK

Term-Time (usually 33 weeks a year)

Monday to Friday, 3 hours per day with no break. These hours can be worked anytime between 5.00am and 9.00am and will be discussed further at interview.

School Holidays (3 weeks in total)

15 hours per week before the start of each term, the exact days and hours of work will be agreed with the Cleaning Manager in advance of each holiday period. Any rest breaks provided will be in line with statutory guidance and will be unpaid.

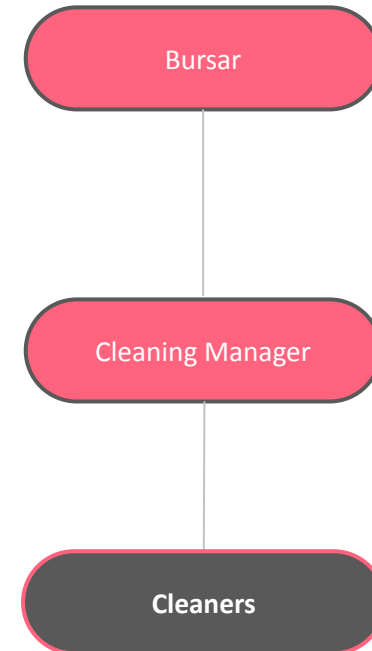
Inset Training

There is the requirement to attend mandatory Inset sessions which will be communicated through the Cleaning Manager. These will be (but not limited to) whole school staff meetings, safeguarding training, health and safety training, fire training etc. If the Inset sessions attended are not able to be covered by school holiday hours, they will be paid at the postholder's standard hourly rate as overtime.

TERM DATES

Information about our term dates can be found [here](#).

CLEANING TEAM REPORTING STRUCTURE



KEY DUTIES AND RESPONSIBILITIES

MAIN DUTIES

- Be responsible for ensuring the cleanliness of your designated area, and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that you are not specifically instructed to do but require attention as part of maintaining the overall high cleanliness standard of the school.
- Perform all cleaning tasks as per specification and to the required standard.
- Ensure all Health and Safety and general procedure compliance, reporting any issues to the Cleaning Manager.
- Keep machinery and equipment in good working order and report any issues and/or cleaning supplies requirements to the Cleaning Manager.

EXPECTATIONS

- Be polite, courteous, and professional at all times.
- Have a flexible approach to work, and helpful to colleagues.
- Maintain a positive and professional image, by wearing the correct uniform at all times.
- Be punctual for work.
- Follow reasonable management instructions at all times.

ADDITIONAL RESPONSIBILITIES

- Support and foster the aims of the School.
- Be professional and a good role model to the pupils at all times.
- Attend all staff meetings (if required), Inset days and any other relevant training when appropriate.
- Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- Carry out reasonable additional duties as required by the School, commensurate with the post.

SAFEGUARDING

- Complete an enhanced Disclosure and Barring Check (DBS) and any other safeguarding checks.
- Ensure familiarisation with key safeguarding policies and documents e.g. Child Protection (Safeguarding) Policy, KCSIE, Prevent Policy, Anti-Bullying Policy, IT: E-Safety Policy, Staff Code of Conduct etc.
- Commit to regular training regarding safeguarding e.g. Child Protection, Prevent etc.
- Be fully committed to safeguarding the welfare of all pupils at Brambletye.

The postholder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

If during the course of time the duties and responsibilities detailed should change significantly and for a sustained period of time, the job description will be reviewed and amended in consultation with the postholder.

It is the shared responsibility of the postholder and their line manager to ensure that job descriptions are kept up to date.



PERSON SPECIFICATION

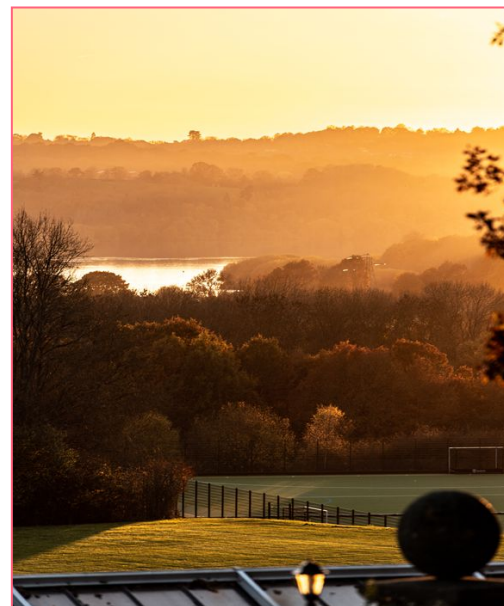
The selection of applicants for short-listing will be based on this specification therefore applicants should bear this in mind when preparing and completing their application form.

KNOWLEDGE AND EXPERIENCE

- Previous cleaning experience - vacuuming, dusting, mopping, buffing, disposing of waste etc.
- Knowledge and experience of cleaning best practices.
- Some previous knowledge of COSHH and safe use of chemicals would be desirable.
- Some previous knowledge of Health and Safety regulations relating to the operation of cleaning equipment and dilution of chemicals would also be desirable.

PERSONAL QUALITIES

- Willingness to take personal responsibility for the standard of cleaning work carried out.
- Flexible approach to your work, with a willingness to clean any area of the school as directed by the Cleaning Manager.
- Reliable, punctual, and trustworthy.
- Good people skills.
- Able to understand and follow rules and procedures e.g., health and safety etc.
- Presentable, smart in appearance and professional in conduct.
- Possess an efficient working manner and good time management skills.
- Able to work in an organised and methodical manner.
- Calm, with the ability to work under pressure.
- Supportive team player, with the ability to work on own initiative and without supervision.
- Comfortable with and able to meet the physical demands of the role.
- Diplomatic and confidential regarding school matters.
- Willingness to participate in training offered by the school.



A BRAMBLETYE WORKPLACE

CONTRACT OF EMPLOYMENT

A Contract of Employment detailing terms and conditions will be issued on appointment.

SALARY

The hourly rate of pay for this role is £12.16 per hour. The annual salary for this position is £7,353 per annum (the full-time equivalent salary is £23,718 per annum).

PENSION

You will be automatically enrolled into the school pension scheme if you meet the eligibility criteria.

INDUCTION

As a new member of staff, you will have a thorough and supportive induction process. This will include:

- A comprehensive tour of the school and facilities
- Meeting key members of staff
- Child protection and safeguarding training
- Health and Safety induction

PROFESSIONAL DEVELOPMENT AND APPRAISALS

All members of staff are encouraged to participate in Continuous Professional Development and the school holds regular appraisals with staff.

SCHOOL FEE REMISSION

There is an immediate and generous school fee discount which is available in our Nursery, Pre-Prep and Prep School.

WELLBEING AND THE BRAMBLETYE COMMUNITY

Great emphasis is placed on staff well-being and morale where a culture of mutual support for colleagues is encouraged and fostered. There is a highly active Brambletye community with staff social events take place throughout the year.

LEISURE FACILITIES

Complimentary use of our excellent leisure facilities when available, which include a sports hall, squash courts, tennis courts and all-weather pitch.

LOCATION

Brambletye is situated on the edge of the Ashdown Forest. The school can easily be accessed via the A22, with East Grinstead 3 miles away. It is situated in extensive, stunning grounds with free parking available.



SAFEGUARDING, EQUALITY AND DIVERSITY AND APPLICATION PROCESS

SAFEGUARDING AT BRAMBLETYE

Brambletye is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Any employment offer will be subject to the successful completion of these background screening checks.

This post is exempt from the Rehabilitation of Offenders Act 1974, and we are therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children. The Brambletye Child Protection (Safeguarding) Policy can be found at [here](#).

EQUALITY AND DIVERSITY

Brambletye School values Equality and Diversity in everything we do. All applicants will be treated with respect, dignity and provided with the support they require to complete their recruitment journey with the School.

HOW TO APPLY

If you are interested in this position and would like an informal discussion prior to applying, please email Ms Edina Potor, Cleaning Manager via epotor@brambletye.com or telephone (01342) 321004.

To apply for this role, please download the application form [here](#).

The following should then be submitted to Ms Heather White (HR Manager) via: hwhite@brambletye.com.

- Your fully completed application form, please note that you are welcome to submit your CV alongside your completed application form.

INTERVIEW PROCESS

Applications will be assessed against the information provided in this document. Shortlisted candidates will then be invited to attend an interview held at Brambletye.

REFERENCES

Please note that references will be taken prior to interview unless indicated otherwise.

OVERSEAS POLICE CHECK

Applicants who have lived outside of the UK for more than 3 months in the past 10 years will be required to provide a police check from their country/countries of residence.

SUPPORTING RECRUITMENT DOCUMENTS AND POLICIES

Applicants should familiarise themselves with the School's supporting recruitment documents and policies, these are available on vacancies page of the School's website [here](#).

We will be interviewing as applications are received, therefore early application is strongly advised. We reserve the right to close this vacancy when a suitable appointment has been made.



