



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:

Local Government Pension Scheme (18% employer contribution).

Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).

Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.

Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:

Free, confidential 24/7 support and counselling.

Flexible working options and well-being initiatives.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.

Free ample onsite parking.

Membership discounts at leisure centres.



Community and Additional Opportunities

Collaborative and supportive staff culture.

Lunch duty opportunities:

Hourly pay of £12.26 plus a free meal.

Some of these offers are subject to conditions and may change. See provider for full details.

Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area. Although some pupils need more support, most of our students come to school eager to learn and to contribute to their school community. The local community is supportive of the school, the catchment area is well defined and we have excellent relationships with parents who choose to send their children here. There is pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. The opportunities for your personal development are rich in this school.

Thank you for considering King James's School.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Cleaning Supervisor

Permanent – Immediate Start

20 hours per week. Full Year.

Monday to Friday 4pm until 8pm

NYC Grade CD (12,987 - £13,612) actual salary based on 20 hours per week)

We are seeking to appoint a self-motivated Cleaning Supervisor to support the senior cleaning supervisor. You will help supervise the work of the cleaning staff and allocate tasks accordingly. The cleaning team, as part of the wider site team, is responsible for high quality effective cleaning services to ensure a secure, safe and hygienic environment for all building users.

King James's School is a large 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff.

This is a permanent contract working up to 20 hours between 4pm – 8pm (Monday – Friday). In return, we offer a competitive salary, 28 days annual leave per year, an Employee Discount Scheme and access to a contributory local pension scheme.

You will have supervisory experience and be able to oversee and undertake general cleaning duties. You will have the ability to manage time effectively to complete tasks to a high standard and coordinate and motivate your team to do the same, as they will be working with minimal supervision. You will have vigilance and be confident, as an occasional key holder, in ensuring the security of the school buildings and site.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post and will be arranged for the successful applicant.

For an application form, please visit our school website.
Completed applications must be submitted via email to:
recruitment@king-james.co.uk by **Tuesday 28th January 2025, 08.00am**

Please note that CVs will not be accepted.



The Cleaning Team

King James's School is pleased to offer the opportunity to join a highly committed Cleaning Team which delivers an outstanding service to both our students and staff, supporting their good health and wellbeing. Our team is coordinated by a Cleaning Supervisor and is crucial in providing assistance to our Site Manager in the day-to-day maintenance and look of the school.

We appreciate that the cleanliness of school classrooms and equipment is an important factor in the success of our school.

King James's School has an extensive range of facilities including: standard classrooms, bespoke classrooms such as: Art, D&T, Food Technology, Science and IT, meeting rooms, two assembly halls, a Food Court, a Sixth Form café, conference rooms, IT suites, two gyms and a sports hall.

We are very proud of our high standards and good reputation which enables us to additionally offer a number of our facilities for external hire.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:
recruitment@king-james.co.uk by: Tuesday 28th January 2025, 08.00am

Thank you for your interest in this post. If you have not heard from us within 21 days please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Cleaning Supervisor

<i>Line Manager:</i>	Premises / Site Manager
<i>Responsible to:</i>	<ul style="list-style-type: none"> • Director of Business Services • Senior Cleaning Supervisor
<i>Salary NYCC Band:</i>	NYCC Grade CD
<i>Full Time/Part Time:</i>	Part-time (20 hours per week , Mon to Fri) Hours to be worked between 1.00pm – 8.00pm
<i>Job Evaluated Date:</i>	Feb 2019

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Children & Young People's Service

King James's School, Knaresborough

JOB DESCRIPTION

POST: Cleaning Supervisor	
GRADE:	NYCC Grade D
RESPONSIBLE TO: Senior Cleaning Supervisor / Site Manager / Director of Business Services	
STAFF MANAGED: Assist with supervision of the Cleaning team	
POST REF. NO: ED6378	JOB FAMILY: 4
JOB PURPOSE:	<p>Working alongside the caretaking team to provide high quality effective cleaning services to ensure a secure, safe and hygienic environment for all building users.</p> <p>Assist the Senior Cleaning Supervisor with the supervision of cleaning staff, ensuring high standards of cleanliness within the school.</p>
JOB CONTEXT:	<p>The cleaning and caretaking team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Periodically will be a key holder, ensuring the security of the school buildings/site.</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none">• Ensure the security of the buildings and site as required, undertaking security checks• Act as a designated key holder, providing response to emergency calls as required• Lock and unlock buildings at pre-determined times as required• Ensure that internal areas are clean, kept free from litter and debris, and that there is safe passage around the building• Ensure that windows / glazing is kept clean internally and externally• Advise the caretaking team of any urgent maintenance requirements observed within the buildings• Collect and assemble waste for collection• Oversee the cleaning duties of the team and assist as required, duties include but are not limited to:<ul style="list-style-type: none">- general dusting of furniture, fixings and fittings- dust control mopping/sweeping of floors- vacuuming floors- cleaning and polishing floors using electrical buffing machine- damp/wet mopping of floors

	<ul style="list-style-type: none"> - polishing furniture, cleaning internal/external glass - cleaning of sanitary fittings - using cleaning materials as instructed - specialist cleaning (e.g. stripping and sealing of floors) - emptying of waste paper bins - wiping surfaces, fixtures and fittings and paintwork - replenish consumables in washrooms/tea points i.e. soap, toilet tissue and paper towels
Communications	<ul style="list-style-type: none"> • Communicate effectively with cleaning team members ensuring that they are fully up to date with current needs • Communicate effectively with other members of staff within the school • Welcome contractors into the school's main reception area and check clearances as required, advising the caretaking team of their arrival
Resource management/	<ul style="list-style-type: none"> • Assist in the coordination of cleaning staff and allocate work areas as directed, ensuring that all areas of the buildings are cleaned daily • Ensure that a sufficient team of cleaners is available for cleaning operations 52 weeks per year • Supervise the work of the cleaning staff within the school • Monitor for accuracy the signing in/out procedure for cleaning staff • Assist the Senior Cleaning Supervisor in the Performance Management process for cleaning staff • Participate in the training and development and Performance Management processes within the school • Ensure that equipment and products are fit for purpose • Carry out daily visual risk assessments within the buildings and on cleaning equipment to identify faults/hazards • Monitor stock levels and place orders via the Senior Cleaning Supervisor • Ensure that cleaning equipment and products are stored safely and securely
Safeguarding	<ul style="list-style-type: none"> • Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<ul style="list-style-type: none"> • Fulfil the necessary administrative tasks associated with the responsibilities of the post
Data Protection	<ul style="list-style-type: none"> • Comply with the King James's School's (KJS) County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment • Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to Line Manager immediately
Equalities	<ul style="list-style-type: none"> • KJS aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities

	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • KJS provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with KJS and County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • KJS requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • KJS requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	February 2019

PERSON SPECIFICATION

JOB TITLE: Caretaker (NYCC Grade D)

Essential upon Appointment	Desirable on Appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Awareness of Health & Safety• Ability to read and write	<ul style="list-style-type: none">• Ability to use cleaning equipment (including floor machines)• Ability to undertake visual risk assessments of equipment and premises
Experience <ul style="list-style-type: none">• Experience of undertaking general cleaning duties• Experience of working in the cleaning industry• Supervisory experience• Experience of working as part of a team	<ul style="list-style-type: none">• Experience of supporting a performance management process
Occupational Skills <ul style="list-style-type: none">• Able to work with minimum supervision• Self-motivated• Punctuality• Flexible approach• Attention to detail• Ability to manage time effectively to complete tasks to a high level• Ability to work both alone and within a team to achieve specified standards• Good verbal communication skills	
Other Requirements <ul style="list-style-type: none">• Ability to carry out general cleaning duties as detailed in the Job Description• Enhanced DBS clearance• Ability to converse at ease with colleagues and contractors (as required) and provide advice in accurate spoken English is essential for the post	