



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. Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

We have a thriving sixth form where most of our students continue their education. We provide a wide range of Level 3 courses. Students go on to a wide range of destinations, including Oxbridge, Russell Group Universities, and high-quality apprenticeships and employment.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues. We have a strong pastoral team across school. However, there is no complacency, and the whole school is committed to being the best they can be. We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough.

Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow. A member of our Leadership Team will be your line manager, with whom you can share ideas, discuss challenges, and who will support you personally and professionally.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.



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 Monday 17th February 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: **Monday 17th February 2025**

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	