



The Purcell School
for young musicians



Housekeeper

Part time: 5 mornings a week for 3 hours, term time plus 5 weeks

Start Date: As soon as possible

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

Housekeeper

The Housekeeping team is 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, 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
- Boarding Houses
- Main Hall
- Dining Room
- Gym

We welcome applications from individuals with excellent timekeeping and high standards of work.

TERMS AND CONDITIONS

Working hours 5 mornings a week for 3 hours per morning during term time, plus 5 weeks during school holidays. Start time flexible.

The salary is competitive based on experience, alongside a contributory pension and statutory holiday pay.

Lunch is available free of charge during term time and during the holidays when lettings are on site, depending on working hours. Free parking on site.

Start date: As soon as possible

Children of staff are not eligible to be educated at the School except through the normal admissions and audition process. This post is subject to a probationary period. All posts are subject to regular appraisal.



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 Bursar. Please do not send a separate curriculum vitae.

Please apply as soon as possible. The school reserves the right to withdraw the role once a successful candidate has been found.

Personal statements should outline your experience, and evidence your achievements. The Personal Statement is your opportunity to tell us how your skills and qualities can contribute to our outstanding student experience.

Shortlisted candidates will have the opportunity to meet key staff, see around the school and will be asked to complete an in-tray exercise. Interviews will explore relative experience, discuss working in a school environment and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity to the interview.

Applications should be sent by email to recruitment@purcell-school.org

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.



JOB SPECIFICATION

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

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

The Housekeeping team is responsible for maintaining high standards of cleanliness throughout the School and boarding houses. In addition, Housekeepers are responsible for the operation of the laundry. Under the guidance of the Senior Housekeeper, you will be expected to take responsibility for cleaning key areas of the School to the frequency and standard set out.

We welcome applications from individuals with excellent timekeeping and high standards of work.

- All members of staff are ultimately answerable to the Principal.
- As a member of support staff you report to The Director of Operations as well as to the Bursar.

FOR ALL STAFF:

- To promote the aims and values of the School
- To support and protect the interests of the students
- To support colleagues in their work
- To ensure the smooth-running of the School and the well-being of the School community
- To act in accordance with the current legal requirements, school policies and guidance on the safeguarding of children and young people
- To undertake such administrative and supervisory duties as may be required
- To follow the procedures and policies set out in the Staff Handbook
- To promote equality by actively protecting staff and students from discrimination
- To comply with current Health and Safety regulations and best practice

PERSON SPECIFICATION

Ability and Skills:
Able to carry out general cleaning duties
Punctual and reliable
Able to work as part of a team and to work with minimal supervision
Able to adapt to changing priorities
Awareness of and willingness to follow the School's policies and procedures relating to Health and Safety
Awareness of and commitment to the relevant legislation and guidance in working practices in relation to the Safeguarding of children and young people