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The Purcell School
for young musicians



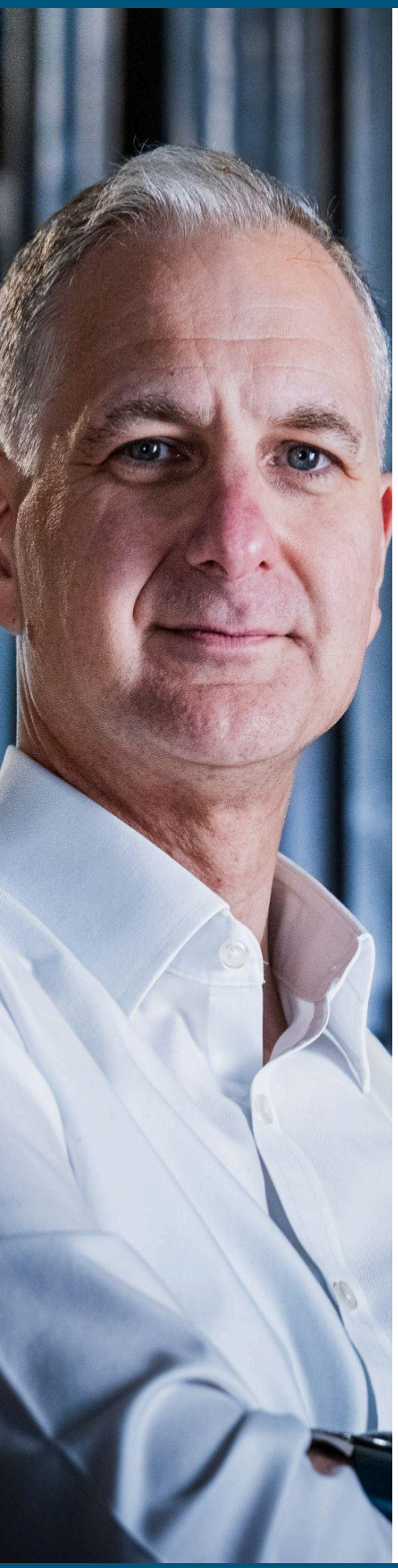
Housekeeper Avison (years 7-9)

Part time: 5 mornings a week, 9.30am - 12.30pm

Term-time only

Start Date: as soon as possible

The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS
01923 331100 info@purcell-school.org www.purcell-school.org



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

Morning Housekeeper

Would you like to work at a lovely specialist music school with around 200 students, the majority of whom live in our 3 boarding houses? The Housekeeping Team is looking for a new Housekeeper to join them as soon as possible. The team is responsible for maintaining high standards of cleanliness throughout the School. In addition, housekeeping staff are responsible for the operation of the laundry. Reporting to the Senior Housekeeper, you will be responsible for cleaning the junior boarding house (years 7-9). Your duties will include:

- Cleaning the bathrooms
- Cleaning the common room
- Hoovering
- Dusting
- Mopping
- Emptying the bins

In addition, you will need a willingness to be flexible and help out in case of absence.

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

DUTIES OF 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

TERMS AND CONDITIONS

Working hours: 5 mornings a week, 9.30am - 12.30pm term-time only.

The salary is £13.15 per hour, with the addition of a contributory pension and statutory holiday pay.

Lunch is available free of charge during term time 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 6 month 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.

Closing date: please apply as soon as possible as applications will be considered on receipt.

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 and have a tour around the school. 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**

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.

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.