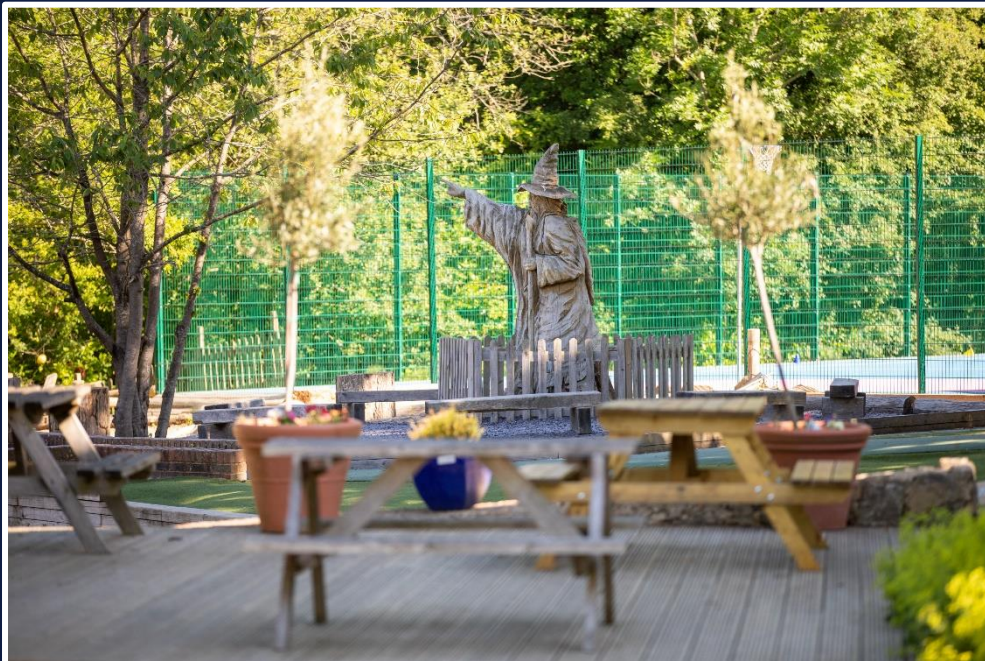


PENNTHORPE



**CLEANER
CANDIDATE PACK**



THANK YOU FOR YOUR INTEREST IN THE ROLE OF CLEANER AT PENNTHORPE!



I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude - excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success, and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact our Recruitment Coordinator, Mrs Lauren Manvell, (recruitment@pennthorpe.com 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website (www.pennthorpe.com/about-us/application-form).

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!

Mr Chris Murray BA (Hons) PGCE
Head

ABOUT PENNTHORPE

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border. With around 280 pupils from 2 to 13, Pennthorpe has a real family feel.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life, and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions, but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.

Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn, and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

OUR AIMS

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

THE BENEFITS

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- Support for working parents
- Dedicated staff work areas
- Professional development opportunities
- Numerous career progression opportunities
- Fee remission for staff children for the duration of employment
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



CLEANER

We are seeking a dedicated and reliable Cleaner to join our team. As a Cleaner at Pennthorpe, you will play a crucial role in maintaining a clean and welcoming environment for our students, staff, and visitors. We are looking for an individual who will take pride in looking after the school facilities, who has a 'can do' and 'hands on' attitude and works well within a small team. Good communication skills and positivity is key for this position, as well as the ability to be flexible.

Main Duties

- To undertake deep and high level cleans during at least each major school holiday or as required.
- To be physically fit to be able to carry out the necessary task that can be demanding.
- Use of mops, vacuum cleaners, brooms, cloths, cleaning products on a daily basis and used in a safe manner following manufacturer's guidelines.
- Use of cleaning products that are made available and used in accordance with the manufacturer's guidelines ensuring all safety precautions are followed.
- It is important that all areas of the School are cleaned thoroughly each day.
- Classrooms, corridors, offices, toilets and general areas need to be cleaned daily. Certain areas such as Dining Hall, Art & DT may require more specific cleaning.
- The School needs to be presented in a clean and tidy state at the start of each day. It is important that each area is presented in this way and guidance followed (e.g. desks straightened, bins emptied, chairs tucked in or on desks).
- To work as part of the School cleaning team and assist others in the team if required to enable the work to be completed.
- Work in a safe and orderly manner and follow all required health and safety practices.
- Report any defects with both cleaning equipment or with any item on site as soon as possible to the Cleaning Supervisor.
- To have a high standard of workmanship to ensure the School is maintained to a high standard and to follow direction and requests that may be given by the management of the School.
- To follow safeguarding rules and responsibilities that are needed to ensure the safety of the pupils.
- To follow the rules and responsibilities of the School as stated in the Staff Handbook and the policies and procedures that are published.
- A willingness to learn how to lock up and secure the school in the absence of the Cleaning Supervisor.

PERSONAL SPECIFICATION

- General cleaning knowledge with products, materials and equipment (desirable)
- Previous experience in a cleaning role is preferred but not essential
- Ability to work independently and as part of a team
- Strong attention to detail and a proactive approach to maintaining cleanliness
- Good communication skills
- Experience of working in a school setting (desirable)
- A positive 'can do' attitude
- Attention to detail
- To be physically fit

HOW TO APPLY

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- **Contract:** Permanent
- **Start Date:** As soon as possible
- **Application Deadline:** 31st January 2025
- **Reporting Line:** Cleaning Supervisor
- **Rate of Pay:** £13.50 per hour
- **Hours:** 5.00pm – 9.00pm, term time plus 4 weeks during the school holidays and all INSET days

Pennthorpe reserve the right to interview as soon as candidates are available and therefore we recommend applying as soon as possible to avoid disappointment.



EQUAL OPPORTUNITIES

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

SAFEGUARDING

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



Pennthorpe
Church Street, Rudgwick
West Sussex, RH12 3HJ
01403 822391
enquiries@pennthorpe.com
www.pennthorpe.com