



King's College

TAUNTON

Cleaner Porter

Closing Date | Friday 8 December 2023





Welcome

Thank you for your interest in the role of Cleaner Porter at King's College, Taunton.

King's College is a thriving, co-educational, independent boarding and day school for pupils from 13 to 18 years. The school provides inspired teaching, superb facilities and our nurturing of individual potential creates an environment in which young people achieve great things.

We are seeking a Cleaner Porter to provide a first-class cleaning service that assures cleanliness and hygiene standards, and promotes a quality community environment.

Hours of work are term-time, Monday to Saturday 6.00am to 12.00pm and King's College holidays, Monday to Friday 6.00am to 12.30pm.

We look forward to hearing from you and considering your application.

MICHAEL SLOAN
Headmaster



“ In their everyday lives around the school, our pupils show the confidence to succeed, and the determination to give their very best. ”

About the School

King's provides continuous day and boarding education for girls and boys aged 2 to 18 years. It comprises King's College Prep which has approximately 300 children from 2 to 13 and a senior school with approximately 450 pupils from 13 to 18.

The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. Just over 60% of the pupils board. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

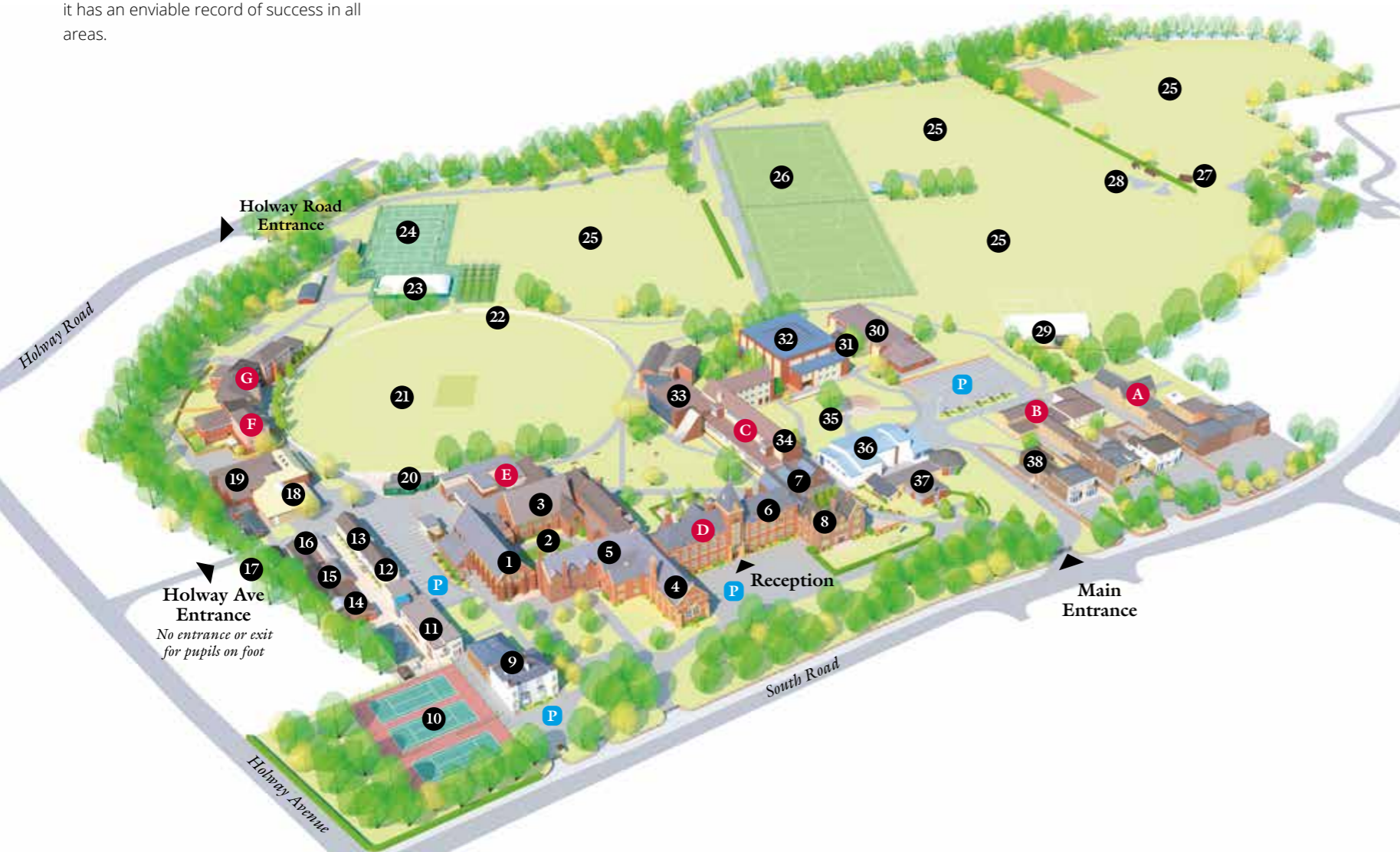
In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



King's College

South Road, Taunton TA1 3LA

<p>Main School Building</p> <p>1 The Chapel</p> <p>2 The Quad</p> <p>3 Dining Hall</p> <p>4 Woodard Room</p> <p>5 Latin</p> <p>English</p> <p>Philosophy of Religious & Ethics</p> <p>Modern Foreign Languages - <i>upstairs</i></p> <p>6 Main School Corridor</p> <p>Headmaster's Office</p> <p>PA to the Headmaster's Office</p> <p>Examination Office</p> <p>Admissions Office</p> <p>Careers Office</p> <p>Maths</p> <p>7 Philip Richards Building</p> <p>Library - <i>upstairs</i></p> <p>IT Helpdesk</p> <p>Visitor toilets</p> <p>8 Headmaster's House</p> <p>9 Silvermead Studio and Arts House</p> <p>10 Briar Lee Tennis Courts</p> <p>11 Sixth Form Centre</p> <p>Head of Sixth Form Office</p> <p>Development Office</p> <p>12 School Uniform Shop</p> <p>13 Cookery School</p>	<p>14 Laundry</p> <p>15 Shooting Range</p> <p>16 CCF and Outdoor Pursuits</p> <p>Stores</p> <p>Chindits</p> <p>Army/Navy/Marines</p> <p>17 Finance Office</p> <p>18 Design Technology Centre</p> <p>19 Squash Courts</p> <p>20 First Team Cricket Pavillion</p> <p>21 First Team Cricket Pitch</p> <p>22 Buttler's Ramp</p> <p>23 Tennis and Netball Dome</p> <p>24 Tennis and Netball Courts</p> <p>25 Sports pitches</p> <p>(rugby/cricket/athletics/football)</p> <p>26 All-weather Hockey Pitch</p> <p>27 Cricket Pavillion</p> <p>28 Athletics Cabin</p> <p>29 Sports Performance & Cricket Centre</p> <p>30 Swimming Pool</p> <p>31 Changing Cabins</p> <p>32 Sports Hall</p> <p>Climbing Wall</p> <p>Gym</p> <p>PE Classrooms</p>	<p>33 Science Centre</p> <p>Biology</p> <p>Chemistry</p> <p>Physics</p> <p>History</p> <p>34 Geography Centre</p> <p>35 The Amphitheatre</p> <p>36 The Theatre</p> <p>Black Box</p> <p>Auditorium</p> <p>37 Music School</p> <p>The Octagon</p> <p>Music Technology</p> <p>Practice Rooms</p> <p>38 Medical Centre</p> <hr/> <p>A Bishop Fox House</p> <p><i>Boys</i></p> <p>B Carpenter House</p> <p><i>Girls</i></p> <p>C Meynell House</p> <p><i>Girls</i></p> <p>D King Alfred House</p> <p><i>Boys</i></p> <p>E Taylor House</p> <p><i>Girls</i></p> <p>F Woodard House</p> <p><i>Boys</i></p> <p>G Tuckwell House</p> <p><i>Boys</i></p>
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A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdowns, Mendips and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmoor are a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



The Role

Job Summary

- To provide a first-class cleaning service that assures cleanliness and hygiene standards and promotes a quality community environment.
- To provide and facilitate all porter and room set up requirements in a timely manner to ensure the efficient running of the school.
- To carry out some security duties as required, such as the locking and unlocking of doors.

Major Responsibilities

- Clean specified areas of the school following the minimum cleaning standards specification, area specification as per rota or as required ensuring King's College standards of hygiene and cleanliness.
- Wash floors, surfaces, fixtures and fittings and walls.
- Sweeping, vacuuming floors, carpet shampooing, replacing floor seals polish and buffing.
- Polishing and dusting surfaces and furniture.
- Cleaning toilets and shower areas.
- Window cleaning as scheduled and required; inside and outside.
- Replenish supplies as necessary, ie. toilet rolls, soap, hand towels etc.
- Replace dirty towels and tea towels with clean items.
- Use cleaning materials as appropriate and according to their instructions for use (COSHH).
- Empty and wash bins and remove rubbish from the premises.
- Undertake relevant non-routine cleaning as instructed by your supervisor.
- Carry out heavy duty cleaning as required and as instructed out of term-time.
- Carry out porter duties as required example: collection and delivery heavy parcels, furniture/equipments, laundry, rubbish clearing.
- Room set-ups for exams, debates, societies, Woodard dinners etc.
- Move furniture for houses, and departments on request, especially during the cricket letting for house set-ups moving of beds and bed linens at the start and restoring at the finish.
- Deployment and collection of signs for all King's College events as required.
- To carry out some security duties as required, such as the locking and unlocking of doors.
- Take reasonable care for the health and safety of themselves and colleagues and to co-operate with the school in ensuring that health and safety responsibilities are carried out.
- Driver and transport duties as required.

Other duties

- General Caretaking duties in liaison with the Estates Manager:
- Light bulb changing
 - Diffuser cleaning
 - Waterless urinal system; blocks changes
 - Bath/shower/toilets extraction systems
 - Ground floor gutters and drains
 - Paint spotting non skilled repairs

Training Responsibilities

- Attend training in-house as appropriate for your position and your personal development.
- Contribute and be active in King's staff appraisal system
- Attend staff meetings as required.

Hours of Work

Term-time: Monday to Saturday 6.00am to 12.00pm; King's College holidays: Monday to Friday 6.00am to 12.30pm.

Health & Safety and Legislative Responsibilities

- You must at all times operate safe plant.
- You must at all times operate safe systems.
- You must maintain a high standard of personal hygiene and appearance (uniform where provided is to be worn in full).
- You must carry out all duties to the King's College recognised standard of hygiene and cleanliness.
- You must actively check equipment and report all hazards and faults or that which has the potential to cause hazard or become faulty.
- Follow all the school policies and procedures as determined by the board of governors and senior management team and current staff handbook.
- Provide cover for any other area within King's as instructed by your Manager.
- Take reasonable care for the health and safety of yourself and colleagues and to co-operate with the school in ensuring that health and safety responsibilities are carried out.
- Comply with the requirements of the Health & Safety at Work Act Regulations 1974.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Willingness to participate in training and development opportunities.	COSHH Training
		Health and Safety Training
		NVQ Level 1 Cleaning
		Manual Handling Training
		Fire safety Training
Skills & Experience	Ability to work as part of a team	Experience of working in a similar environment
	Ability to work solo	
	Ability to work to deadlines	
	Basic cleaning skills	
	Ability to use heavy cleaning equipment e.g. buffer and lift heavy objects e.g. furniture, equipment	
Personal qualities & abilities	Polite, punctual, helpful, and reliable.	
	Commitment to achieving high standards of cleanliness and hygiene	
	A commitment to work as part of a whole team and supporting the vision and aims of the school	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- King's College application form
- References from current employer and other chosen professionals

Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's College has its own pay scale and there are discounts at both King's College Prep and King's College or stachildren.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please complete the application form enclosed and send by email or letter to:

Mr Craig Sweet/Mrs Sarah Matthews
c/o HR Department
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk
SLMatthews@kings-taunton.co.uk
01823 328105/328231

The closing date for applications is Friday 8 December 2023.





King's College

TAUNTON

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01823 328200 | reception@kings-taunton.co.uk

www.kings-taunton.co.uk