



RICHMOND HOUSE SCHOOL



Candidate Information Pack

Cleaner



THE SCHOOL

The School

Richmond House School is a non-selective independent preparatory school and nursery for children aged 2-11 years, situated in North Leeds. Our high calibre staff deliver an outstanding education that realises the unique potential of each and every pupil, and create an environment where children are happy to learn. The school benefits from 10 acres of playing fields which incorporates sports facilities and a dedicated outdoor learning area.

In our most recent ISI Inspection in 2022, we achieved the highest grade of “Excellent” in all categories, with key findings being:

“Pupils of all ages display excellent knowledge, skills and understanding across the curriculum and achieve highly in both academic and other areas.”

“Mutual support between pupils is a strong feature of the school.”

“Pupils have extremely positive attitudes to learning and are enthusiastic, hardworking and resilient.”

“Pupils show deep respect for, and empathy with, those from different backgrounds, faiths and cultures.”

Academic excellence is a critically important factor in our ongoing success and contributes to our high pass rate at 11+ examinations, with many pupils gaining scholarships. Many secondary schools describe our pupils as well prepared, independent learners with outstanding communication skills. We are non-selective and currently have over 230 pupils on roll. The school has a wide catchment area and children travel from a 10-mile radius.



Mission and Values

Our Mission

To provide an outstanding education, that realises the unique potential of every pupil, whilst ensuring the very best pastoral care.

Our Values

Our values are the norms, behaviours and beliefs that guide pupils and staff at Richmond House. Our values are as follows:

Participation – Actively engage in all opportunities presented, explore new interests, and embrace challenges.

Enjoyment – Adopt a positive mindset, approach things with a smile on your face, and aim to bring out the best in others.

Achievement – Work towards being the best version of yourself, recognising and celebrating your accomplishments and those of others.

Kindness – Consider the feelings of others, be polite, respectful, and honest, and extend a hand to those in need.

Our values can be abbreviated to the acronym 'PEAK'.



PEAK

Participation | Enjoyment | Achievement | Kindness

Teaching and Learning

Staff are committed to giving each child the opportunity to develop into confident individuals, prepared for their future academic, social and emotional challenges when they leave us at the end of Year 6. We pride ourselves on realising the unique potential in every child and offer a challenging and varied curriculum. Alongside our Class Teachers, who deliver most of the National Curriculum subjects, we have several specialist teachers delivering Sport, Art, Design Technology, Drama, Music, Science, French, Spanish and Outdoor Learning.

The academic performance of each individual child is monitored on a regular basis and tracked through formative and summative assessments. We offer SENDCo support throughout school and our SENDCo works alongside classroom and subject specialists to deliver a joined up and personalised approach for each pupil that requires additional support.

We do not confine learning to the classroom and we incorporate many activities to complement our academic curriculum. Outdoor Learning forms a key part of our curriculum for all year groups, ensuring we make full use of our outside space and Yurt.



Pastoral, Wellbeing and Safeguarding

The pupil's wellbeing is central to everything we do at Richmond House. We believe that to be successful, we must be a happy school and we work closely with staff, parents and pupils to ensure the wellbeing and progress of all the children in our care. Central to this is our very own Wellbeing Star which plays a significant role in informing the planning of themed assemblies, PSHE lessons and whole school events.



Enrichment and Wraparound Care

We operate pre and after school care from 7.30am until 6.00pm daily, and additionally, have a school holiday club available to all our pupils. After school activities are extensive and include art, chess, climbing, fencing, musical theatre, netball, and rugby, to name but a few.

Trips and visitors also form an important part of school life and help to bring alive the curriculum.

The school has a strong sporting culture. Decorated triathletes, Alistair and Jonny Brownlee, are Richmond House alumni. Our extensive outdoor space facilitates a variety of sporting pursuits including cricket, cross country, football, hockey, lacrosse, netball, rounders, rugby and tennis. The opportunity for every child to participate from Nursery to Year 6, whatever their ability, is paramount, and the school operates an inclusive sports policy. Great emphasis is placed on involvement in activity and the encouragement of others. Our teams regularly compete against other schools in a wide variety of fixtures and tournaments with frequent success.



At Richmond House School we passionately believe that music is an intrinsic ingredient of a rounded education. Participating in singing, classroom collaborative activities, learning an instrument and being involved in Richmond House's eclectic array of musical extra-curricular activities, develops confidence, teamwork, communicative ability, and a life-long love of music. Our strong culture of music and drama creates opportunities for the whole school to come together to deliver outstanding performances. These performances include a Year 6 play, Harvest Festival, Christmas Concert, Spring Concert, nativities, and Prize Day performances.

Pupils are encouraged to learn an instrument, and over half of the children in the school have one to one music lessons, many of whom go on to join the school's Orchestra or Guitar Ensemble. Singing is also an important part of class music lessons throughout the school and many pupils are involved in one of our large Junior or Senior Choirs and our Jazz Choir. In the past our choirs have performed with the Yorkshire Philharmonic Choir.



THE ROLE

The Role

Duties and Responsibilities

To carry out cleaning and associated duties at Richmond House School. To maintain a high standard of cleanliness in allocated areas, using correct methods, materials and cleaning equipment.

Hours of Work

- 15 hours per week 16:00 - 19:00 Monday to Friday.
- Non term time hours may vary, as mutually agreed.
- Holiday 6 weeks (including statutory holidays), taken in non term time.

Key attributes

- Good time keeping and attendance.
- Honest and committed.
- Flexible.
- Attention to detail and a commitment to delivering high-quality work.
- Works well with colleagues/polite manner with parents.
- Ability to work independently as well as part of a team.



Specific responsibilities

- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
- Emptying litter bins, etc., and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated.
- Spray cleaning, scrubbing floors and re-sealing with polish, where allocated.
- To ensure classrooms and associated areas are clean and tidy and ready for teaching for the next day.
- Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).
- Cleaning of working surfaces and other furniture as directed.
- Working with colleagues in cleaning of larger areas as designated.
- Carrying out minor maintenance tasks such as replacing displaced toilet seats, unclogging sinks, painting.
- Reporting to Caretaker any incident or accident, and any maintenance requirements such as light bulb replacements, leaking wash basins etc.
- The post holder has a responsibility for ensuring safety in the workplace and in this respect ensuring compliance with all instructions relating to the use and storage of materials/equipment necessary for the performance of his/her tasks.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the role.
- To follow all School policies and procedures, in particular but not restricted to Health & Safety policy, Safeguarding & Child Protection Policy and other key policies as outlined in the staff handbook.



Employment Benefits

The package will include:

- Competitive salary.
- Workplace pension.
- Competitive private health care scheme.
- Six weeks paid annual leave.
- CPD opportunities including comprehensive online training packages.
- Where relevant, a fee remission for the successful candidate's children starting after the appointment.



Application Process

Please download an application form from our website:

www.rhschool.org/contact-us/vacancies

Return to:

enquiries@rhschool.org

Application deadline:

Friday 14th February 2025

Salary:

£9,400 pa

All applicants should submit a fully completed application form which can be downloaded from www.rhschool.org/contact-us/vacancies/

Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.





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