



SCHOOL PORTER – AUGUST 2023

Ackworth School, a co-educational boarding and day school, was founded in 1779 by the Religious Society of Friends (Quakers). It maintains its ethos and traditions, and is still governed by the Society, although only a small number of pupils are from the Quaker tradition. The school is academically non-selective and provides an excellent range of facilities and extra-curricular opportunities. The Head is a member of both HMC and the Society of Heads.

We are looking to appoint a School Porter to work between the domestic and facilities departments. The role includes working flexibly and as part of a team. There are approximately 20 members of the domestic team and 12 members of the maintenance team.

The working hours for this role currently are Monday – Thursday 6:00 a.m. – 1:30 p.m. and 6:00 a.m. – 4:00 p.m. on Friday. The role is required for 52 weeks of the year and not term time only.

Working as part of the domestic team to maintain the school. Ensure the efficient collection and delivery of laundry to and from the boarding house.

Providing support to members of the maintenance team when necessary including collecting materials from external suppliers.

In addition to safeguarding, mandatory health and safety training applies to this role including (but not limited to) COSHH, manual handling and working at height. Training will be provided as part of the induction. A full driving licence is essential as part of the role and we are unable to consider applicants who do not hold this.

In return we offer:

- a competitive salary and generous fee remission of up to 50% for the children of our staff.
- all food and refreshments during the working day.
- free on-site parking.
- flexible pension and health benefits.
- a supportive and friendly environment based on the Quaker ethos of the school.
- a committed parent community which plays an active part in the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

Salary: £10.42 per hour

Please visit the school's website for a full job description.

We will only accept applications that are submitted on an application form. We cannot accept CV's. Forms are downloadable from the school's website.

Closing Date: Thursday 14th September 2023 at 9.00 a.m.

Interviews will be held week commencing 18th September 2023.

WE RESERVE THE RIGHT TO CLOSE THE ADVERT EARLY AND BRING THE INTERVIEW DATE FORWARD

To apply, please complete an academic application form which can be downloaded from the school's website. Sorry, we do not accept CV's. <https://www.ackworthschool.com/staff/careers/>

Applications should be sent to:

jobs@ackworthschool.com

Joanne Colley
Ackworth School
Pontefract Road
Ackworth
Pontefract
WF7 7LT

Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment. Applicants should read carefully the Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website within "Working For Us". Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment.

Ackworth 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 post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.