



# POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack  
Domestic Services Assistant  
January 2026







## School Information

**Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”**

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

# Strategic Education Vision 2020-2026



*The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community*

## ETHOS AND VALUES

### A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

## AIMS

### We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

## STRATEGIC OBJECTIVES

### Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



*Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment*



# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

## Foundation Benefits:

**Generous Pension Scheme** – We offer competitive employer contribution rates for all staff

**Death in Service Benefit** – 3 times salary or last 12 months salary for casual workers

**Discounted School Tuition Fees for permanent staff** - with the option to spread payments over 12 months

**Discounted Gym Membership** - Francis Scaife Leisure Centre (Pocklington)

**Employee Assistance Programme** – offering a health, wellbeing and counselling service for staff and their families

**Smart Health** – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

**On-site Gym and Swimming Pool**

**Free Lunch** in term time

**Free Staff Room Refreshments** – in term time

**Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

**Enhanced Sick Pay Arrangements** – detailed within the Absences from Work Policy, also to be found on the Extranet

**Annualised Pay where possible** – allowing for easy home budgeting

**Winter car lights & tyre testing** – organised by the Transport Team each January

**Internet and e-mail access at work** (subject to appropriate use in accordance with the school policies)

**Free parking**

**Free library services** – including holiday book loans

## HMRC:

**Cycle to Work scheme** - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



# Job Information

**Role Title:** Domestic Services Assistant

**Overall Purpose:** To ensure designated areas of the school are maintained and cleaned to the highest standards

**Responsible To:** Domestic Services Manager

**Staff Responsible For:** N/A

**Salary:** £12.33 per hour



# Job Advert

## DOMESTIC SERVICES ASSISTANT

We are looking for a reliable and enthusiastic cleaner to join our friendly team in our main school and grounds. You will play a key role in helping to keep the environment clean, tidy and welcoming to the highest possible standards.

Working as part of a small, supportive team, you'll have some previous cleaning experience, although this isn't essential as full training will be provided. What matters most is a positive attitude, attention to detail and a genuine pride in delivering excellent cleaning standards.

If you take satisfaction from a job well done and enjoy working as part of a close-knit team, we'd love to hear from you.

**Hours of work:** 20 hours per week, Monday to Friday 4:30am - 8:30am, working all year round

**Rate of pay:** £12.33 per hour

For further information please call 01759 322666 or email [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)

Please apply via our website or on MyNewTerm:  
<https://mynewterm.com/school/Pocklington-School/118132>

**Closing Date:** 9am 9<sup>th</sup> February 2026

*At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best. Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*



## Job Description

### DOMESTIC SERVICES ASSISTANT

#### Reporting To:

Domestic Services Manager

Domestic Services Assistants are employed throughout Pocklington School to ensure all areas of the school are maintained and cleaned to the highest standards. The laundry service also plays an important role in the welfare of all our boarding pupils and is seen as an essential part of boarding.

#### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

September 2025

## POCKLINGTON SCHOOL FOUNDATION

The duties of the post holder may be regulated as to the standards required by the local head of department (or a nominated deputy or assistant) and the post holder is to respond to reasonable direction in this regard.

The post holder is expected to:

- work and assist in all areas of the school as directed by your immediate line manager. This may include changing rooms/ classrooms/ boarding houses and laundries. In the first instance you will be assigned to a particular routine and set of duties.
- complete an induction relevant to the place of work
- be compliant with and understand the fire regulations associated with the school and the procedures to be carried out in the event of a fire
- adhere to the Pocklington School Health & Safety Policy
- report faults with equipment or buildings immediately to the appropriate manager
- work extra hours as required to cover all the cleaning and laundry needs of the school
- undertake further training as necessary
- respect the privacy of pupils, especially in boarding houses
- staff appointed on a term time only contract must be available to work up to 6 weeks during holidays

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.



## Person Specification

### DOMESTIC SERVICES ASSISTANT

#### Personal Qualities

- Commitment to the ethos and aims of the school
- Flexible approach to working environment and hours
- Ability to work well with as part of a team
- Enthusiastic with a passion for providing a quality cleaning service

#### Experience

- Previous experience of working in a similar role

#### Knowledge & Skills

- Good organisational skills
- Good communication skills
- Ability to follow guidelines and instructions
- Thorough understanding of the appropriate use of cleaning equipment and products



# Recruitment Timetable

**Closing Date:** 9am 9<sup>th</sup> February 2026

**Expected Interview Date:** To be arranged

**Expected Start Date:** February / March 2026

Please apply online using the mynewterm applicant tracking system  
<https://mynewterm.com>

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy  
<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com) 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

