



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY

CLEANER

**Salary Single Status Grade 1 scale point 2:
£14,506 pa pro rata (£7.52 per hour)**

20 hours per week
to be worked 3.45pm – 7.45pm Monday to Friday
45 weeks per year

Required Immediately

INFORMATION FOR APPLICANTS

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INVESTORS
IN PEOPLE | Gold

September 2016

Dear Applicant

Cleaner

Thank you for your interest in this post. I hope that you find the enclosed information useful and that you are motivated to join our college at a very exciting time. Our name changed to St Catherine's College, A Church of England Academy with effect from 1 August 2016.

We are looking for an experienced and reliable cleaner to join our premises team from October 2016. This is a permanent post for 20 hours per week.

We are proud of our college. We have talented and highly motivated pupils and staff. Our staff team work tirelessly to ensure that teaching is the best it can be and everyone has a role to play in this. We support each other and there is an open, friendly and collegiate atmosphere within our staff team. We believe it is crucial that new members of the team are welcomed and supported.

Well behaved and hard working our pupils have achieved outstanding results year on year at our college. As a consequence of this we are:

- A top school in the County for progress and attainment measures.
- An Investors in People Gold Award School, which translates that we invest heavily and value the development of all our staff.
- An inclusive Church of England School with the benefits of links with The Diocese of Chichester and the opportunity to promote strong lasting values based on the Christian faith.
- Recognised by Ofsted as a strong 'good' and are working towards outstanding. We are rated as 'outstanding' for leadership and our Christian distinctiveness as a Church School.

Understandably this letter and our website only gives a flavour of the college. We therefore encourage visits for prospective candidates to see our college in action. We do understand however that visits are not always possible or practical and you would not be at a disadvantage if you are unable to visit the college.

The Post

An experienced and reliable cleaner is required as join our friendly premises team as soon as possible. Our cleaners mainly have their own areas of the school allocated to them to clean but also sometimes work together as a team. Previous experience of this type of role or work within a school environment would be an advantage.

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to Mrs S Windsor, Head of Personnel, swindsor@stcatherines.college, and arrive by no later than **noon on Thursday 29 September 2016**.

Please use the standard application form, accompanied by a letter of application, which must be no more than two sides of A4. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most

convenient method of applying. In your letter of application you should clearly address the relevant sections (labelled 'A') of the Person Specification for this post and may find it helpful to use headings. We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake a DBS enhanced clearance for ESCC.

I am conscious of the time and effort it takes to submit an application and am grateful for your interest. Shortlisted candidates should hear from us shortly after the closing date. We will be interviewing for this post week ending 7 October 2016. St Catherine's is a thriving college with a bright future and a vibrant and collegiate atmosphere within which to work. I am keen that we appoint quality candidates to join what is, I believe, one of the best staff teams. If I can be of any assistance or provide any further information, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Talbot', written in a cursive style.

Mark Talbot
Principal

JOB DESCRIPTION

POST: School Cleaner
GRADE: SS Grade 1
RESPONSIBLE TO: The Deputy Premises Manager

Main Purpose of the Job

To provide a cleaning service in specified areas of the site.

Main Functions

- 1.1 To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Deputy Facilities Manager.
- 1.2 To operate cleaning machinery in accordance with instructions.
- 1.3 To dilute and use cleaning materials as instructed.
- 1.4 To collect and remove waste/rubbish from work area to collection point as directed.
- 1.5 To clean and maintain cleaning equipment as instructed.
- 1.6 To observe and comply with the Health and Safety.
- 1.7 To comply with instructions relating to security and confidentiality.
- 1.8 To take responsibility for promoting and safeguarding the welfare of children and young persons you come into contact with.
- 1.9 To uphold the aims and ethos of the college.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and training:		
Knowledge and Understanding:	<ul style="list-style-type: none"> ☒☑ Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials. 	
Experience:	<ul style="list-style-type: none"> ☒☑ Experience of undertaking a range of cleaning duties. 	
Skills and Abilities:	<ul style="list-style-type: none"> ☒ Ability to work effectively and supportively as a member of the college team ☒ Ability to work in an organised and methodical manner ☒ Ability to act on own initiative, dealing with any unexpected problems that arise ☑ Ability to demonstrate commitment to Equal Opportunities ☒☑ Ability to maintain appropriate relationships and personal boundaries with children and young people. 	
Personal Qualities:	<ul style="list-style-type: none"> ☒☑ Willingness to clean any area of the college as requested by the Deputy Premises Manager ☒☑ Willingness to take personal responsibility for standard of work carried out ☒ Willingness to participate in further training and developmental opportunities offered by the college. ☑ Willingness to maintain confidentiality on all college matters. ☒ Good health and attendance record. ☑ Willingness to uphold the aims and ethos of the college 	

Criterion assessment by: ☒ = application form; ☒ = letter of application; ☑ = interview; ☑ = test.