



ST. CATHERINE'S

COLLEGE

A CHURCH OF ENGLAND ACADEMY

CLEANER

**Salary Single Status Grade 1 scale point 2:
£10.53 per hour**

20 hours per week Monday to Friday 3.30pm to 7.30pm

INFORMATION FOR APPLICANTS

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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.

We are looking for experienced and reliable cleaners to join our premises team with effect from January. This is a permanent post. Our Cleaners work from 3.30pm to 7.30pm Monday to Friday.

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 hardworking our pupils have achieved outstanding results year on year at our college. Because of this we are:

- 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

The Post

Experienced and reliable cleaners are required from January to join our friendly premises team. Our cleaners mainly have their own areas of the school allocated to them to clean but also sometimes work together as a team. This can include classrooms, corridors, stairs and toilets and deep cleaning within holiday periods. Previous experience of this type of role or work within a school environment would be an advantage.

Our cleaners work from 3.30pm to 7.30pm Monday to Friday. This is during school term time plus some weeks in the school holidays, totalling 45 weeks per year in total.



We Offer You:

- **A friendly, supporting and caring staff team**
- **Local Government Pension Scheme**
- **A geographical location**, being situated near Sovereign Harbour, Eastbourne's award winning Marina. It is part of several miles of beautiful coastline, including the South Downs National Park, the white cliffs of Beachy Head and 1066 country
- **CPD**, starts immediately upon employment
- **A fabulous staff room** with complimentary tea and coffee
- **A café** that serves at breakfast, break and lunch using freshly sourced ingredients
- **Highly visible** supportive senior leaders
- We are part of a growing trust, (Diocese of Chichester Academy Trust)



Your Application

Completed application forms should be sent directly to the college addressed to Mrs S Windsor, Head of Personnel, swindsor@stcatherines.college. **The closing date for this post is Friday 6 January 2023.**

Please use the standard application form. 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. We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake a DBS enhanced clearance.

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. 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



Solomon Berhane
Headteacher

JOB DESCRIPTION

POST: School Cleaner
GRADE: SS Grade 1 Scale Point 2 - £10.53 per hour
RESPONSIBLE TO: The Site Manager & Cleaning Supervisor

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 Cleaning Supervisor.
- 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:	<p>☒☑ Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.</p> <p>☑ Clear spoken English</p>	
Experience:	☒☑ Experience of undertaking a range of cleaning duties.	
Skills and Abilities:	<p>☒ Ability to work effectively and supportively as a member of the college team</p> <p>☑ Clear spoken English</p> <p>☒ Ability to work in an organised and methodical manner</p> <p>☒ Ability to act on own initiative, dealing with any unexpected problems that arise</p> <p>☑ Ability to demonstrate commitment to Equal Opportunities</p> <p>☒☑ Ability to maintain appropriate relationships and personal boundaries with children and young people.</p>	
Personal Qualities:	<p>☒☑ Willingness to clean any area of the college as requested by the Site Manager / Cleaning Supervisor</p> <p>☒☑ Willingness to take personal responsibility for standard of work carried out</p> <p>☒☑ Applicants should be physically fit to undertake the demands of this role</p> <p>☒ Willingness to participate in further training and developmental opportunities offered by the college.</p> <p>☑ Willingness to maintain confidentiality on all college matters.</p> <p>☒ Good health and attendance record.</p> <p>☑ Willingness to uphold the aims and ethos of the college</p>	

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