



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



### POST OF

Cleaner

10 or 20 Hours Per Week

Foundation Living Wage

Application Pack

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL



## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as the new Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As a Cleaner you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Monday 24<sup>th</sup> February 2025 at Noon**.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that, having read all the necessary information about our school, you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,

Mrs Nicola Oddie

Headteacher

Required As soon as possible

## Cleaner

Foundation Living Wage –£12.00 per hour

10 or 20 hours per week – 38 weeks per year Term Time Only

Plus 4 weeks closure cleaning – these weeks are flexible dependent of the needs of the school

**Morning Hours – 2 hours - 6am to 8am**

**Evening Hours - 2 hours between - 3:15pm to 5:45pm**

The Governors wish to appoint a cleaner to undertake the cleaning of designated areas within the school premises to ensure they are kept in a clean and hygienic condition, to agreed quality standards.

CV's will not be accepted without a completed application form.

For an informal discussion or to arrange a tour of the school please telephone 01772 339813 asking for Mr Rob Watson (Site/Operations Manager)

**“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”**

OFSTED January 2020

Closing Date: **Monday 24<sup>th</sup> February 2025 at Noon.**

We reserve the right to close this post should we receive suitable applications prior to the closing date.

Therefore, we would encourage early applications.

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion

Proposed Interview Date: **To Be Confirmed**

Further information and an application pack are available to download from the school website: [www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk) or by calling in to the school reception.

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk) or by addressing to Mrs D Walmsley at the School

Please note that in line with Keeping Children Safe in Education 2024 an on-line search will be carried out as part of our due diligence on shortlisted Candidates.

This post is subject to an enhanced disclosure with the DBS.

*Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

## Job Description

### Brownedge St Mary`s Catholic High School

<b>Post title:</b>	Cleaner		
<b>Grade:</b>	1		
<b>Working Pattern</b>	10 or 20 hours per week – 38 weeks per year Term Time Only + 4 weeks closure cleaning		
<b>Line Manager</b>	Site Manager / Business Manager / Headteacher		
<b>Staff Responsibility:</b>	None		
<b>Number of Staff Directly Supervised:</b>	None		
<b>Job Purpose:</b>	Under the direction and instruction of the Site Managers, to undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.		
<b>Core Tasks:</b>	<p>Cleaning including closure cleaning</p> <p>Sweeping, vacuum cleaning and mopping floors</p> <p>Emptying litter bins</p> <p>Polishing and dusting of surfaces and fixtures and fittings including skirting's, ledges, pipes walls &amp; partitions (to 2m)</p> <p>Cleaning of all tabletops</p> <p>Wipe &amp; polish all internal glass &amp; mirrors.</p> <p>Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables.</p> <p>Removal of graffiti &amp; chewing gum.</p> <p>Using appropriate powered equipment e.g. floor buffer\scrubber dryer</p> <p>To notify line management (Site Supervisor) or other senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff.</p> <p>To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc.</p> <p>To inform the Site Supervisor when there is low stock of cleaning materials and other disposables etc.</p> <p>To undertake training in the correct use of cleaning equipment as appropriate</p> <p>Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.</p> <p>Secure windows &amp; close doors after cleaning.</p>		
<b>General:</b>	<p>Clean &amp; securely replace in store all equipment &amp; supplies after cleaning.</p> <p>Ensure the cleaning room is kept neat and tidy with all equipment stored correctly with no cross contamination of cloths/mops etc.</p> <p>At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</p> <p>To participate in the school's appraisal scheme where appropriate.</p> <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>		
Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.			
<b>Prepared by:</b>	John Burrows	<b>Date:</b>	July 2020

*Signature of post holder:*

*Date:*     /     /

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*Signature of Head Teacher:*

*Date:*     /     /

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**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Person Specification

### Cleaner – Grade 1

#### Brownedge St Mary`s Catholic High School

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary's Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate's ability to meet the criteria below.

Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) Interview (I) Letter (L) References (R) Certificates (C) and Test (T)

		E/D	A/C/I/R
<b>Qualifications</b>	NVQ in Cleaning	D	AF, I
<b>Experience</b>	Experience of working as a cleaner	D	AF, I
	Experience of using powered equipment (e.g. floor buffer)	D	AF, I, R
	Experience of working in a school setting	D	AF, I
<b>Knowledge/skills/abilities</b>	Ability to work as part of a team	E	AF, I, R
	Flexible attitude to work	E	AF, I, R
	Ability to work in an organised and methodical way	D	AF, I, R
	Awareness of Health & Safety issues	D	AF, I, R
	Awareness of COSHH	D	AF, I, R
	Good interpersonal skills	E	AF, I, R
	Positive approach to customer care and service delivery	E	AF, I, R
	Commitment to undertaking relevant training and development	E	AF, I, R
<b>Other (including special requirements)</b>	Commitment to safeguarding and protecting the welfare of children and young people	E	I
	Commitment to equality and diversity	E	I
	Commitment to health and safety	E	I
	Commitment to attendance at work	E	I
	Willingness to work occasionally outside of contracted hours (e.g. Parents evenings, lettings etc.)	E	I
Prepared by: John Burrows		Date: July 2020	
<b>Note:</b> We will always consider your references before confirming a job offer in writing.			

