



Hope High School



19 July 2023

HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

CLEANER

DOCUMENT CONTROL

Information

Creation date	19/07/2023
Recruitment Lead for post	Andy Argile
Recruitment Lead contact email	sbm@hope.lancs.sch.uk
Template version	Candidate Information pack Site Staff
Category	Recruitment
Role	Cleaner
Closing Date	2 nd August 2023
Interview Date	TBC
Start Date	ASAP
Salary Grade	15hours per week plus 45hours closure hours FLW (Foundation Living Wage £10.90 Hour)

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Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

We have an exciting opportunity to join our site staff team, to work as a team to clean the premises and prepare it for the next school day.

You will be joining a supportive, talented, and friendly staff team where ideas are shared, staff are listened to, and you will help to shape the future direction of the school. Our pupils deserve the best teachers who can inspire and ensure the best outcomes possible. All staff including none education support roles are expected to play an active role interacting with our pupils, encouraging and inspiring them to become the best they can.

Experience as a cleaner is required and its desirable to have experience in a school setting. The role is Monday to Friday starting at 3pm for 3hours, 15hours per week during term time. Flexibility to start slightly earlier on very rare occasion would be appreciated to meet the needs of the school. Some overtime maybe on offer to help support the school.

The role is term time only (39Weeks) plus closure hours (45hours during the school holidays every 12 months.) Closure hours are typically taken at the beginning of school holidays to carryout deep cleans or longer site tasks not possible each evening during the term time. Start and finish times will vary due to this.

For more information about the school please visit our website www.hope.lancs.sch.uk

Please read the job description and person specification contained within this document carefully.

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975.

If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

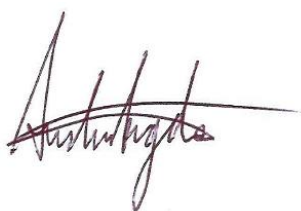
Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk

Thank you for your interest in the role and we look forward to hearing from you soon.

Andy Argile



School Business Manager

About the school

Hope High School in Skelmersdale is a relatively small SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In January 2020, the school was judged by Ofsted as being good in all areas and the school intends to build on this success.



We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and climbing wall and of course classrooms each having the latest learning technology. All pupils provided with their own dedicated Windows 10 laptops utilising MS teams to enhance learning through technology.

Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.



Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from all parents and carers. This includes regular communication via each pupil's key worker, regular coffee

"Learning for Life"

mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.



Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.

Helen Dunbavin

A handwritten signature in cursive script that reads 'H. Dunbavin'.

Headteacher

Personal Specification

Post Title	Cleaner	
Grade	FLW Grade 1 Cleaner A	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form (AF), interview (I), reference (R), OBSERVATION (O))
Qualifications		
Professional knowledge and experience Experience of working as a cleaner Experience of working as a cleaner in a school	E D	AF/I/R AF/I/R
Knowledge/skills/abilities Ability to work as part of a team Flexible attitude to work Ability to work in an organised and methodical way Awareness of Health & Safety issues Awareness of CoSHH Good interpersonal skills Positive approach to customer care and service delivery Commitment to undertaking relevant training and development Sense of humour Enthusiastic, self-motivated, hardworking and dedicated Professionalism – high expectations and standards Good attendance record	E E D D D E E E E E E E E	AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R
Other Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Fully support our vision for the best outcomes for all children	E E E E	AF/I/R AF/I/R AF/I/R AF/I/R

Job Description

Post Title	Cleaner
Grade/Salary	FLW Grade 1 Cleaner A
Location	Hope High School
Responsible to	Site Supervisors
Staff Responsible For:	N/A
Purpose of the role (job statement)	
Under the direction and instruction of the Site Supervisor, 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.	
Main Activities	
Key duties - Cleaning	
<ul style="list-style-type: none"> • Cleaning including closure cleaning; • Ensuring the school is Covid-19 secure through effective cleaning; • Sweeping, vacuum cleaning and mopping of floors; • Emptying litter bins; • Polishing and dusting of surfaces and fixtures and fittings; • Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables; • Using appropriate powered equipment e.g. floor buffer; • To notify line management 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; • To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc; • To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc; • To undertake training in the correct use of cleaning equipment as appropriate; • Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc. 	
General	
<ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures; • To participate in the School's appraisal scheme where appropriate; • The duties may be varied by the School Business Manager/Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. 	
In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.	

Pay/Grade

Post Title	Cleaner
Grade	FLW Grade 1 Cleaner A
Rate	£10.90perhour

Hours

The role is 15hours per week term time + 45hours closure during the school holidays

Term Time Hours

	Start	End	Total Hours
Monday	3pm	6pm	3
Tuesday	3pm	6pm	3
Wednesday	3pm	6pm	3
Thursday	3pm	6pm	3
Friday	3pm	6pm	3
		Total	15hours

Closure Hours

Closure hours are hours worked during the school holidays. To see the schools term times please visit our website.

Closure hours start and finish times will vary and will need to be between the working hours of the site supervisors during the school holidays whose hours are typically 8am-4pm.

Over a full academic year 45hours of closure hours to be completed. Closure hours have to be completed with a site supervisor on duty or agreed with the School Business Manager.

Closure hours are hours worked during the school holidays. To see the schools term times please visit our website.

Additional Information

The above document sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

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 co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

Applying

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk