

**APPLICATION PACK**

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| **Vacancy Details** | |
| Post: | Cleaner |
| Grade | 2 – (£22,366) £6,893 |
| Terms: | Term time + 3weeks + 1 day |
| Hours: | 12.5 hours per week (3.30pm - 6pm) |
| Start Date: | As soon as possible |
| Closing Date for applications: | Monday 25th March 2024 |
| Interview Date: | TBC |
| Contact Details: | 01772 646101  m.hall@lostockhallacademy.org |

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**Lostock Hall Academy Vision**

LHA will be the local secondary provider of choice. We will equip all our learners with the knowledge, skills, values and behaviours to achieve their full potential in a safe, stimulating and supportive environment. Educating the future, Academy students will be proud to achieve a successful transition into work or training in all walks of adult life.

**Academy Key Priorities**

* To provide a **safe** **and secure** learning environment for all students, staff and community members
* To ensure the highest standards of **leadership and management** through governance and the provision of development opportunities for staff at all levels
* To raise aspirations, ensure enjoyment and independence in **learning** for all students through consistently good and outstanding **teaching** in an inclusive and dynamic environment
* To work collaboratively with parents/carers to ensure all students **achieve** expected and more than expected levels of progress through personalised learning, pastoral and health programmes
* To continually develop, teach and review a high quality and engaging **curriculum**
* To maintain high levels of **punctuality** and **attendance** of students ensuring high excellence for all.
* To ensure a positive image based on the strengths of the Academy is shared across the community to increase student **recruitment**
* To further develop links with our local **community**.

Dear Applicant

The school is situated in a very pleasant area of South Ribble close to the motorway networks including the M6, M61, M65 and M55. The immediate area is semi-rural and lies between Leyland to the south and Preston to the north. We became an outstanding school converter academy in August 2011 having previously been a Specialist Visual Arts College with a second specialism in Maths and Computing.

Lostock Hall Academy is first and foremost a happy school. Students enjoy lessons and the relationships between staff and students are excellent, this has been frequently noted by visitors and is mentioned as a strength of the school in the recent Ofsted report. Students behave well and have a good attitude to learning in the classroom.

We offer a broad and balanced curriculum with a wide range of extra-curricular activities in many subject areas. There are also several residential visits to the UK and abroad to further extend the learning opportunities for our students.

The important role played by support staff at the school is widely acknowledged and you will be well supported as a member of the school community.

For the successful candidate a commitment to raising standards and a passion for developing young adults is essential. Encompassing this is a commitment to all learners, excellence for all and a firm belief that a good school can and does make a significant difference to learners’ life chances and levels of attainment.

Your application should consist of a completed academy application form, which includes a statement in which you should outline your experience to date, the reasons for your interest in the post and your suitability for it taking account of the person specification. Applications, including the names and email addresses of two referees should be returned to [m.hall@lostockhallacademy.org](mailto:m.hall@lostockhallacademy.org) at the school.

Please do not hesitate to contact me personally should you wish further details or would like to visit the school.

Thank you once again for your interest in the post and I look forward to receiving your application.

Yours sincerely



Mrs G F Gorman

**Principal**

**VACANCY DETAILS**

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| **Post title:** Cleaner | | | |
| **Team** | Facilities support team | **Line Manager:** | Senior Site Supervisor |
| **Grade:** | Grade 2 - (£22,366) £6,893 | **Staff responsibility:** | n/a |
| **Contracted Hours** | 12.5 per week  Term Time + 3weeks + 1 day | **Hours worked** | 3.30pm – 6pm |

Are you passionate about ensuring every child reaches their potential whatever their personal circumstances? Are you looking to use your skills and knowledge to really make a difference to all our students? Would you like to work in a school where behaviour is good? Well don’t just take our word for it, listen to what Ofsted had to say in our recent inspection:

*“The students in this school are a delight to teach. They are responsive, respectful and reliable. They are excellent ambassadors for their school. “*

Do you have the energy and commitment to help young people overcome obstacles to learning? Would you like to work in a supportive environment with a community ethos? If so, then our students would like to meet you and we would like you to join our team, working together for the good of all students.

This position is an integral role in the newly created Business Support Faculty, which supports the business and financial needs of the academy, to improve the educational outcomes for students. We are looking for someone with a ‘can do attitude’ who will contribute to the vision of the academy.

Lostock Hall Academy is an 11-16 secondary school with 780 students, situated in a very pleasant area of South Ribble only 2 minutes from excellent motorway networks. We are currently on an exciting journey where our focus is to inspire our young people and to raise aspirations and achievement.

Further details of the post and application procedure are available on the academy’s website ([www.lostockhallacademy.org](http://www.lostockhallacademy.org)) or from

Mrs Michelle Hall, Personnel Manager (01772 646101 / [m.hall@lostockhallacademy.org](mailto:m.hall@lostockhallacademy.org) ). Applications will only be accepted using the Academy’s application form, which includes a supporting statement no longer than 2 sides of A4 and details of referees.

*Lostock Hall Academy is an Equal Opportunities Employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to a successful DBS Enhanced Check and other relevant employment checks.*

LOSTOCK HALL ACADEMY TRUST, COMPANY NUMBER 07657427, AN EXEMPT CHARITABLE COMPANY REGISTERED WITH THE DfE

**JOB DESCRIPTION**

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| **Post title: Cleaner** |
| **Job Purpose:**  Under the general direction of the Senior Site Supervisor, and the Cleaning Supervisor, undertake the cleaning of a designated area of the school (on rotation) and ensure that the areas are kept in a clean and hygienic condition, to agreed quality standards. |
| **Accountabilities/Responsibilities – appropriate for this post:** |
| Key duties:   1. Cleaning including closure cleaning to include (but not exhaustive); washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements; 2. Sweeping, vacuum cleaning and mopping of floors; 3. Emptying litter bins; 4. Polishing and dusting of surfaces and fixtures and fittings; 5. Cleaning of changing rooms, toilets and shower facilities, including replenishment of soap, paper towels, toilet rolls and other disposables; 6. Cleaning of domestic appliances in Food Technology classroom; 7. Using appropriate powered equipment e.g. floor buffer; carpet cleaner 8. To notify Senior Site Supervisor, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff; 9. To inform Cleaning Supervisor or Senior Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc; 10. To inform Cleaning Supervisor when low stock of cleaning materials and other disposables etc; 11. To undertake training in the correct use of cleaning equipment as appropriate; 12. Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.   **Individuals in this role may also:**   1. At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments; 2. To fully participate in the Academies appraisal scheme where appropriate; 3. The duties may be varied by the Principal and/or Board of Trustees to meet changed circumstances in a manner compatible with the post held. 4. The academy expects flexibility within the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities 5. Deputise for the Cleaning Supervisor. |
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| **Prepared by:** | AAVP Director of Business & Finance | **Date:** | March 2024 |

**NOTE TO APPLICANTS**

**DISCLOSURE AND BARRING SERVICE**

You will be aware that the post you are applying for involves you working with either children or vulnerable adults, it is therefore a post covered by the Rehabilitation of offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for an enhanced check, to confirm any records held prior to any final appointment decision being made by the Academy. You will be provided with details of how the check is applied for should an offer of employment be made to you.

The Disclosure and Barring Service will undertake a check which will include:

* Details of convictions, including those ‘spent’ under the Act stated above.
* Cautions, etc whether included on List 99, Protection of Children Act list. Protection of Vulnerable Adults list.
* Where appropriate, information from local Police records, including any relevant non conviction information.

NB. A conviction is not necessarily a bar to recruitment, unless the Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago it occurred and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included under Section 142 of the Education Act 2002 (formerly known as List 99) or POCA/POVA list of disqualified from working with children or vulnerable adults as part of a sentence.