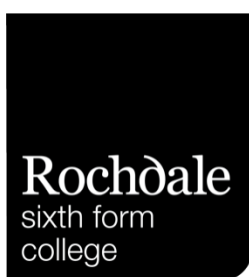


Casual Cleaner

Application Pack

Closing Date: 11th December 2024 at 12:00pm
Interview Date: W/C 16th December 2024

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of Casual Cleaner at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- Edgar Wood Academy is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- Kingsway Park High School is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school recently benefitted from a new teaching block which opened at the end of 2023.
- Bamford Academy is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 450 staff in four academies, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a memorandum of understanding with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education.

The role of a HR assistant is to support the HR team and to provide high quality and efficient HR service for the Trust. This is a "customer" focused role to provide comprehensive, accurate and timely HR administration support and advice across all aspects of HR and to assist with the development of the HR administrative function.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact Gill Barratt or myself.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Wednesday 11th December 2024** to arrive no later than 12.00 midday. Interviews expected to take place week commencing Monday 16th December 2024.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

Real Living Wage (currently £12 per hour)

Start Date

Immediately

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff: “To maximise students’ achievements”

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

Job Description

| | |
|--------------------|---|
| Job Title: | Casual Cleaner |
| Reports to: | Trust Cleaning Manager |
| Contract: | Zero Hour Contract (Casual) |
| Salary: | Real Living Wage (£12 per hour) |
| Start Date: | ASAP |
| Location: | Across our academies in Rochdale. (Edgar Wood Academy, Kingsway Park High School, Rochdale Sixth Form College and Bamford Academy) |

Overall Purpose of the Post

- To undertake general cleaning of the building including deep cleans and detailed cleaning tasks, including cleaning classrooms, corridors, and toilets.
- General housekeeping/health and safety checks.

Responsibilities and Roles

- In the event of any spillages immediately clean and make safe the area.
- Ensure that students are always behaving appropriately in line with the schools' behaviour policy and deal with any inappropriate behaviour according to the behaviour policy.
- To engage with the students during lunch time, ensuring that it is a positive experience, promoting healthy eating and assisting any that may need additional support.
- Deal with any first aid incidents.
- Operate cleaning equipment and use designated chemicals and other cleaning products safely and in accordance with instructions.
- Refilling and restocking cleaning supplies and toiletries (handwash, toilet paper, paper towels).
- Ensuring sufficient supplies of cleaning products and equipment are ordered and maintained.
- Checking and maintaining of cleaning equipment to ensure they are fit for purpose.
- To make lunch times an enjoyable experience for all.
- Be a strong, positive role model for the students.

| No. | CATEGORIES | Essential/ Desirable | Assessed by: | |
|--------------------------------------|--|-------------------------|--------------|-----------|
| | | | App Form | Interview |
| QUALIFICATIONS AND EXPERIENCE | | | | |
| 1 | Appropriate knowledge of first aid or willing to train. | E | √ | √ |
| SKILLS AND KNOWLEDGE | | | | |
| 2 | Experience of cleaning and using appropriate cleaning equipment. | E | √ | √ |
| 3 | Knowledge/understanding of Health & Safety including COSHH regulations. | E | √ | √ |
| 4 | Ability to stay calm and be patient and understanding when dealing with the students. | E | √ | √ |
| 5 | To be able to deal fairly and consistently when dealing with the students. | E | √ | √ |
| 6 | High degree of energy, resilience, and enthusiasm | E | √ | √ |
| 7 | Have excellent oral communication skills and a calm and confident manner | E | √ | √ |
| 8 | To be able to take charge of students if needed and maintain acceptable behavioural standards. | E | √ | √ |
| 9 | To be able to work as part of a team or work alone and use own initiative. | E | √ | √ |
| 10 | Able to maintain confidentiality. | E | √ | √ |
| 11 | Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing. | E | √ | √ |



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