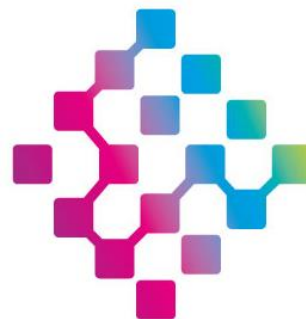


# Full Time Cleaner (30hrs)

## APPLICATION PACK



**University  
Technical  
College  
Norfolk**

**Full Time Cleaner -30hrs**

**11:30am-5:45pm Monday – Friday  
(Potential flexibility for the right candidate)**

**Term time plus 2 weeks (41 weeks)**

**Salary Grade 3 Full time (Scale Range 14-17)  
£21,157 - £22,827 (pro rata to be calculated on appointment)**

**To start ASAP**



**University  
Technical  
College  
Norfolk**

**We are looking for a cleaner to work as part of our cleaning team. Working 30 hours per week, suggested hours of 11:30 am-5:45 pm Monday- Friday. There may be some flexibility in the working hours for the right candidate.**

**UTCN exists to develop the next generation of engineers and science professionals and, with a fabulous £10m building and £1.3m of specialist equipment, that's exactly what we have achieved. We have been open seven years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN is heavily oversubscribed for 2022 entry and was graded 'Good' across all areas by OFSTED in May 2019.**

**If you:**

- **are an efficient professional cleaner with some experience**
- **are well organised and are able to prioritise**
- **are flexible and happy to work on your own and part of the team**
- **have a capacity for hard work**
- **are determined to ensure that UTCN is the top provider of its type in the country**

**Then we want to hear from you. For further information and to apply, please see our website [www.utcn.org.uk](http://www.utcn.org.uk)**

**UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.**



# University Technical College Norfolk

1st February, 2024

Dear Candidate

Thank you for your interest in University Technical College Norfolk.

We are looking for a cleaner to work as part of our cleaning team. Working 30 hours per week, 11:30 am-5:45pm Monday- Friday. There may be some flexibility in the working hours for the right candidate.

A basic uniform, including safety boots and PPE is provided.

UTCN exists to develop the next generation of engineers and science professionals and, with a fabulous £10m building and £1.3m of specialist equipment, that's exactly what we have achieved. We have been open seven years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN is heavily oversubscribed for 2024 entry and was graded 'Good' across all areas by OFSTED in May 2019.

If you do not have an educational background, please don't let that hold you back from applying. We will provide training and support to help you develop your skills.

If we can provide any further information, please do not hesitate to get in touch.

Emma Palik  
Headteacher

## **Key Facts**

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 180 places) and Year 12 (100 places)
- In due course, UTCN will have up to 450 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- Typical hours for students are from 9.00am to 3.05pm (Monday and Friday) and until 3.40pm Tuesday to Thursday
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by OFSTED in May 2019 and was graded 'Good' across all areas

## **Employer Support**

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

## **The UTCN Local Schools Board**

Reflecting the key role that employers will take, the UTCN LSB is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and safeSTS
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Emma Palik of UTCN
- Edson Moyo of UTCN (Staff Governor)
- Julie Schofield of UEA
- Clive Kindred
- Steve Love
- Jean Wilcox
- Amy Hanton – Parent Governor

## **The Curriculum**

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post 16 students also undertake Industry led projects.

## **Basic Salary**

Salaries are paid in twelve equal instalments on the 15<sup>th</sup> day of the month by direct credit transfer.

## **Other Benefits**

Membership of the Local Government Pension Scheme will apply to this role.

## **Professional Appearance and Dress**

Safety boots and PPE are supplied by UTCN as well as a branded shirt. Cleaning staff will need to supply their own dark trousers.

## **Safeguarding**

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

## Job Description

<b>Job Title:</b>	Cleaner
<b>Reports to:</b>	Cleaning Supervisor
<b>Grade:</b>	Support Staff, Scale 3 (Grade 14-17)
<b>Overarching Job Purpose:</b>	To provide an exemplary cleaning service throughout the school. This includes classrooms, staff areas, offices and reception area. The goal is to keep our building in a clean and orderly condition.

Specific Duties	
1	Cleaning designated areas (dusting, sweeping, vacuuming, mopping, emptying bins, restroom cleaning etc)
2	Carry out specific cleaning tasks and special projects as directed
3	Follow all health and safety regulations
4	Notify supervisor of occurring deficiencies or needs for repairs
5	Coordinating duties with other cleaners
6	Refilling supplies, such as toilet paper and paper towels
7	Perform additional duties as required

### Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No specific educational qualifications are required</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of general cleaning activities</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to undertake a range of manual cleaning activities</li> <li>• Ability to maintain high standards of cleanliness in accordance with specified rotas</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to use own initiative Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to take personal responsibility for standard of work carried out</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Clean and smart appearance</li> <li>• Optimistic and enthusiastic</li> <li>• Determined</li> <li>• Organised</li> <li>• Team player</li> <li>• Resilient</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Sense of humor</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Professional manner</li> <li>• Willingness to work flexible hours on occasions</li> <li>• Willingness to maintain confidentiality on all school matters</li> <li>• Willing to undertake training course that are relevant to the duties of the post or are required for Health and</li> </ul>	

	Safety reasons	
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### **Further information**

The UTC Norfolk website is: [www.utcn.org.uk](http://www.utcn.org.uk)

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at [www.utcolleges.org](http://www.utcolleges.org)

To arrange an informal discussion about this role, please contact Mr Mark Gallagher (Site Manager) on [mark.gallagher@utcnorst.org](mailto:mark.gallagher@utcnorst.org) or on 01603 580280

### **Visits to UTCN**

During the interview process, there will be ample opportunity to see the building and meet key staff. However, if you would like to visit UTCN prior to application, please contact Alison Howes as above.

### **Application**

Please apply using the UTCN application form. This can be found at:

<https://utcn.org.uk/contact/job-vacancies/>

### **Closing date for applications**

Suitable applicants will be interviewed on a rolling basis .

The advert will be closed when we have appointed a successful candidate.



