CANDIDATE INFORMATION PACK

JOB TITLE Cleaner

We are seeking hard-working and dedicated Cleaners to work at our school.

You will work individually or as part of a team, undertaking various cleaning duties throughout the school providing a professional service for staff and students.

You will work under the direction and instruction of the Site Manager, to undertake the cleaning of designated areas to ensure the highest standards of cleanliness and hygiene are upheld at all times.

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

SALARY	£12.71 per hour
TERM/ HOURS	12.25 hour per week Monday to Thursday 3.30pm to 6pm, Friday 3.30pm to 5.45pm. These hours may be varied during the school holidays.
CLOSING DATE	This recruitment is on-going and there is currently no closing date for applications.
BENEFITS	Pension Plan with Local Government Pension Scheme Cycle to Work Scheme Free On Site Parking Free Flu Vaccinations

HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

CANDIDATE INFORMATION PACK

HECKMONDWIKE
GRAMMAR SCHOOL

Cleaner

Department Information

About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

We are delighted to have been named "Secondary School Of The Year", "Soaring 57 places in the UK rankings to 77" out of approx 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide.

The Role:

We take pride in the presentation of our School and provide our students with the best environment to learn. We require a Cleaner who will be responsible for the cleaning of classrooms, offices, entrances and social areas and other areas of the School to achieve and maintain a high standard of cleanliness.

Responsibilities:

Specific responsibilities are set out in a detailed job description.

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on https://www.gov.uk/government/organisations/ministry-of-justice.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview.

You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.

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HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE:	Cleaner
SALARY:	£12.71 per hour
TERM:	Part Time and Permanent
SHIFT PATTERNS:	12.25 hours per week Monday to Thursday 3.30pm to 6pm Friday 3.30pm to 5.45pm These hours may be varied during the school holidays

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MAIN DUTIES

General cleaning of classrooms, offices, entrances and social areas and other associated areas of the School premises to achieve and maintain a high standard of cleanliness.

a. Mopping, scrubbing and polishing of floors using appropriate machines;

b. Vacuum cleaning;

c. Dusting fixtures and fittings;

d. Cleaning of sanitary areas (toilets and shower areas);

e. Disposal of refuse;

f. Securing rooms and areas of the school as required - ensuring doors and windows locked;

g. Care and daily cleaning of domestic equipment.

Other tasks as reasonably requested by the Finance Director or Site Manager.
Many of the duties involve the use of industrial type cleaning equipment.
Only recommended methods of cleaning are used.

On the job training will be given in the use of equipment, methods of working and use of chemical cleaning agents.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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CLEANER – PERSON SPECIFICATION

E = Essential D = Desirable

1.1	To take initiative and work independently	E	A, I, R
1.2	To have the ability to work successfully with a team of others	E	A, I, R
1.3	To communicate effectively	E	A, I, R
1.4	Good organisational skills and the ability to work to deadlines	E	A, I, R
1.5	To be able to remain calm under pressure	E	A, I, R
1.6	To possess a high level of commitment to maintaining a safe and secure environment for users of the site	E	A, I, R
1.7	The ability to alert the school to unsafe practices	E	A, I, R
1.8	Open, honest and approachable	E	A, I, R
1.9	Willingness to be flexible in order to meet the needs of the school	E	A, I, R
2.0	Self-motivated and hard working	E	I, R
2.1	Professional approach	E	A, I, R
2.2	High levels of integrity and the ability to respect confidentiality	E	A, I, R
2.3	Previous cleaning experience	D	A, I
2.4	Experience of working within an educational setting	D	A, I
2.5	Knowledge of Health and Safety issues relevant to the post	D	A, I
2.6	Suitable to work with children	E	DBS

A = Application Form
I = Interview
R = References
DBS = Disclosure and Barring Service check

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GRAMMAR SCHOOL

Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.

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STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings

- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry.

- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.

- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.

- There are numerous ad-hoc social events throughout the year.