

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE **Cleaner**

Are you are enthusiastic, flexible and reliable?

SALARY £10.50 per hour

Then this will be the job for you.

**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.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

**CLOSING
DATE** This recruitment is
on-going and there is
currently no closing date
for applications.



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.

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.

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with the young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

In return, we offer a competitive salary and membership to a Local Government pension scheme.

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

How Should You Apply?

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.



HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE:	Cleaner
SALARY:	£10.50 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

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.



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