



Devonport High School for Girls  
A Specialist Language College



Information Pack  
**CLEANER**  
*(Part-time, Permanent)*

## Dear Applicant

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Thank you for your interest in the position of Cleaner at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place. The school's cleaning team comprises of eight part-time Cleaners who work a mixture of early morning and afternoon shifts and are overseen by a Cleaning Supervisor and a Site Manager.

Applicants for this role should be well organised and calm, and be able to think on their feet. Good communication skills are essential, as are the ability and desire to work to a high standard.

The position available is for 12.5 hours per week, 6.00am – 8.30am Monday to Friday, 41 weeks per year: 39 weeks during term time and the remaining 2 weeks during the school holidays in the summer.

Flexibility will be required in the case of school events, lettings or open evenings and holiday cover.

In this applicant information pack, you will find a Job Description, and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Lee Sargeant'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Lee Sargeant  
Head Teacher

## The City

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Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



## The School

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Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head Teacher, four Assistant Head Teachers and the Business Manager.

## Job Description: Cleaner

<b>Post Title</b>	Cleaner
<b>Grade</b>	Grade A Point 2
<b>Hours</b>	12.5 hours per week 39 weeks (term-time) 2 weeks in August, making a total of 41 weeks per year Monday to Friday, 6.00am – 8.30am
<b>Responsible to</b>	Cleaning Supervisor, Estates Manager
<b>Responsible for</b>	No line management responsibility
<b>Job Purpose</b>	Part of the team providing a cleaning service throughout the school
<b>Disclosure level</b>	Enhanced

### Duties and Responsibilities

1. To be responsible for cleaning an area of the school as instructed by the Cleaning Supervisor.
2. To assist with the cleaning and moving of furniture.
3. To use all cleaning equipment safely and correctly, ensuring adherence to the school's Health and Safety policy.
4. To switch off all unnecessary lights and appliances at the end of cleaning an area – following any special instructions to leave particular equipment on, e.g. for a science investigation. Liaise with the Cleaning Supervisor regarding equipment left on. Close all windows.
5. To deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
6. During holiday cleaning, to assist with deep cleaning of whole school as directed by the Cleaning Supervisor.

### Health and Safety

1. To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions, paying particular attention to heating, fire precautions and site cleanliness and the prompt recording of any hazards.
2. To co-operate with the employer on all issues concerning Health and Safety and Welfare.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting all concerns to an appropriate person.
4. To ensure the uniform/protective clothing provided by the school is both clean and tidy and presentable for normal working. To wear the uniform during normal working hours.

### General

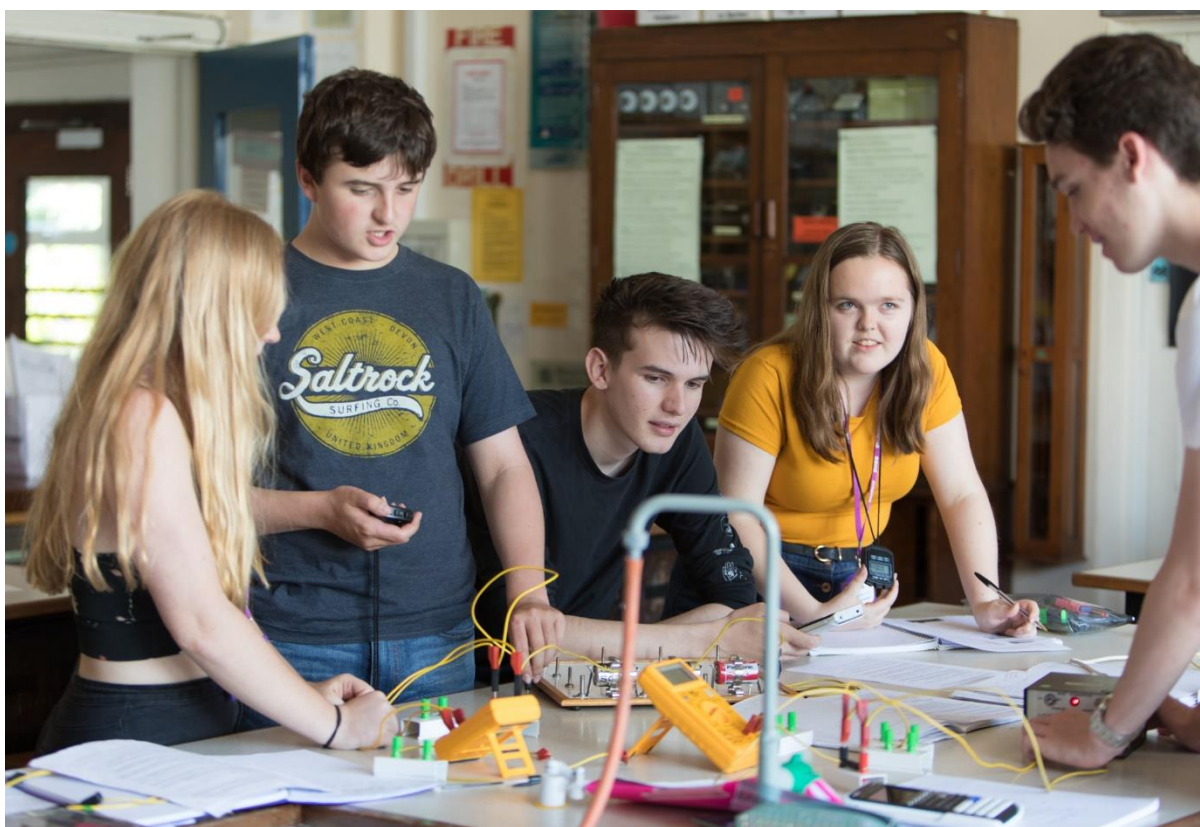
1. To wear the school-issued ID badge at all times when on site.
2. To wear the tabard provided.
3. To ensure equal opportunities for all.
4. To contribute to the overall work and aims of the school.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

## Qualifications, Experience and Personal Qualities

- Good communication skills and experience of working in a team environment
- Ability to relate with confidence to adults and young people
- Patience and a sense of humour
- Courteous and polite at all times
- Flexible attitude
- A record of good attendance
- Able to lift and carry

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.



## How to apply

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All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk). The form can be downloaded from the 'Staff Vacancies' section of the website at [www.dhsg.co.uk](http://www.dhsg.co.uk). Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Monday 4 November 2024**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy  
Personnel Assistant  
Devonport High School for Girls  
Lyndhurst Road  
Peverell  
Plymouth  
Devon  
PL2 3DL

T: 01752 705024

E: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657