



Philips
High School

Success Together Aspire Respect



Cleaner – Part Time Candidate Pack



Part of the

Oak



Learning Partnership

Cleaner – Part Time

Welcome from the Headteacher

Dear Candidate,

It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



Cleaner – Part Time

Welcome from the Headteacher

We are looking for a highly motivated and dedicated Cleaner who is enthusiastic about providing a high quality cleaning service for our school.

You will be required to undertake general cleaning duties including sweeping, mopping, vacuuming, emptying bins and toilet cleaning. You will be adaptive and proactive with a positive attitude and take pride in your work.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **enquiries@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information **www.philipshigh.co.uk**

Mr C Hibbert
Headteacher at Philips High School





"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."

Philips High School, Ofsted Report
2022

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”

Philips High School, Ofsted Report
2022

Cleaner – Part Time

Salary: Grade 3, SCP 2 (£22,366) actual salary £9,065 per annum

Hours: 3 hours per day, Monday to Friday

Closing Date: 9.00 am, Friday 11th October 2024

Job Description

Normal place of work: Phillips High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 3 hours per day, Monday to Friday, all year round.

Responsible to: Headteacher, School Governors, Site Manager, School Business Manager.

SPECIAL CONDITIONS OF SERVICE

- School cleaners must take holidays in periods of school closure.
- Where a uniform and identification is provided this must be worn.
- Protective clothing including rubber gloves must be worn at all times to comply with Health and Safety Regulations.

PURPOSE OF THE POST

To undertake cleaning duties under the supervision of the Site Manager within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.

MAIN DUTIES AND RESPONSIBILITIES

- To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilet and associated facilities, and fixtures and fittings using, where appropriate, powered equipment.
- To become conversant with the operation and maintenance of cleaning and maintenance equipment and to understand security alarm procedures.
- Liaise politely and effectively between customers and management.
- Understand and follow cleaning schedules and instructions.
- Operate to formal work practices and procedures at all times.
- Operate to formal Health and Safety Procedures at all times.
- Participate and contribute to ongoing personal and service development.
- Fulfil personal requirements where appropriate with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.
- During exam times you will be expected to assist with the setting up and clearing of examination rooms including moving exam desks/chairs.
- Any other duties appropriate to the post as determined by the Headteacher.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Cleaner – Part Time Person Specification



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| CRITERIA | Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience: | |
| DESIRABLE | | |
| <ul style="list-style-type: none"> • Experience in cleaning in the public/ private sector. • Experience with use of powered equipment. | | |
| CRITERIA | Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: | |
| ESSENTIAL | | DESIRABLE |
| <ul style="list-style-type: none"> • Must have high hygiene standards both operational and personal. • Must have a high awareness of confidentiality. | | <ul style="list-style-type: none"> • Ability to work to a Contract Specification. • Ability to work on own initiative. |
| INTERVIEWING CRITERIA | | |
| ESSENTIAL | | |
| <ul style="list-style-type: none"> • Ability to understand the importance of Health and Safety Regulations. • Must have good communication skills. • Willingness to work unsociable hours to include evening, weekends and public holidays. | | |
| <p>Employees of Philips High School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm</p> | | |



Philips
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