



Cleaner

Recruitment Pack

**MAXIMISE OUR POTENTIAL, TO BE
THE BEST WE CAN BE, EVERY DAY.**





How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@theheys.school

Interview Date: To be confirmed

Alternatively, send a hard copy to:

Sean Bramah

The Heys School
Heys Road
M25 1 JZ

Welcome

Dear Applicant,

Thank you for your interest in the post.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver our vision to **maximise our potential, to be the best we can be, every day**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email s.bramah@theheys.school.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P McKendrick

**Headteacher
The Heys School**



The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **maximise their potential, to be the best they can be, every day.**

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer a number of different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. These range from work with a hairdressing academy, the local farm and many more. We are passionate about developing well rounded students who have a clear focus on their future goals and ambitions we work to enhance their cultural capital through the work with our charity program, in school foodbank and through the recently developed pledge program.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes. Our pupils are individuals and we celebrate them for being Heys Heroes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of



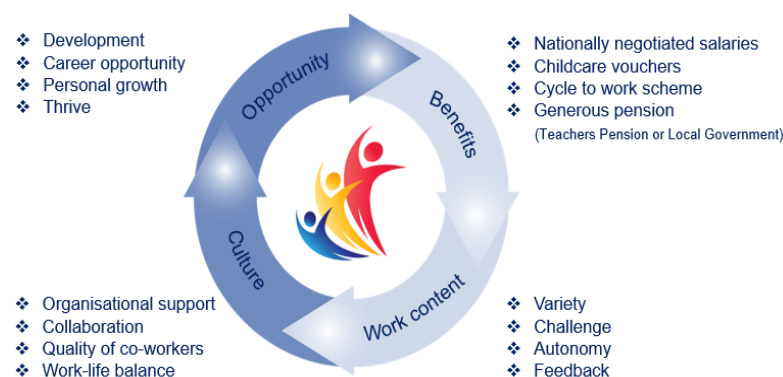
The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



Job Description

Cleaner

Reports to: Principal Caretaker

Location: The Heys School, Prestwich

Salary: £12,089 (£22,366 FTE) Per annum – Bury NJC Grade 3, Scale 2

Hours: 19.5 hours per week, all year round, Monday to Friday

Daily Hours: Split shift of 7:00am – 8:30am then 15pm to 17:30pm (17pm on Friday)

RESPONSIBILITIES & DUTIES:

Specific

- To undertake hygiene duties as directed by the Site Officer / Caretaker.
- To ensure cleaning is of a consistently high standard.
- To become conversant with the operation and maintenance of cleaning and maintenance equipment.
- To ensure all equipment is kept in a clean and usable condition.
- To report any faults or breakdown in equipment to the Site Officer / Caretaker at the earliest convenience.
- To take responsibility for safe operation of equipment, after initial training/demonstration, has been given.
- To understand and follow cleaning schedules and instructions.

- To ensure safe storage of equipment and cleaning materials at the end of each shift.
- Operate to formal work practices and procedures at all times, including issue of uniform and protective clothing.
- To participate and contribute to ongoing personal and service development.
- To be a strong team member and to support other colleagues in times of staff absence.
- To undertake litter picking duties around the school site each morning.
- To be responsible for neatness and tidiness of your working area.

Health & Safety

- To report any problems relating to the safe use of premises and grounds to the Faculty Associate Manager (Premises & Grounds)
- To always operate to formal Health & Safety Procedures.
- To complete all training briefs which are issued as part of our H & S awareness programme in a timely manner.
- To ensure you are responsible for your own health & safety and that of others within the school environment.
- To assist with regular health & safety checks on equipment and furniture within your working area.



Other:

- To fulfil personal requirements where appropriate regarding School policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the workplace.
- To build good relationships within the school environment both in relation to internal staff (and external contractors where appropriate)
- To liaise politely and effectively between customers, other colleagues and management.
- To be aware of and support whole school policies and practice.
- To be aware of and support Data Protection procedures and issues.
- To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions, as a commitment to the Investors in People National Standards, if required.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head Teacher or nominated representative (in conjunction with the post holder).



Person Specification

Criteria

- Ability to work with minimum direction and supervision.
- Ability to manage changing priorities and successfully complete a range of tasks.
- Ability to maintain confidentiality.
- Methodical approach to tasks and attention to detail
- Enthusiasm for the work and commitment to complete demanding tasks
- Flexible and proactive approach to work
- Willingness and ability to undertake further qualification (if necessary) and training for development in the post.
- The ability to work without direct supervision and as a member of a team.
- An empathy with children
- Professional appearance
- Previous cleaning experience is desirable, but not essential as training will be provided.



THE HEYS SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

HEYS ROAD,
PRESTWICH,
MANCHESTER.
M25 1JZ

TELEPHONE: 0161 773 2052

EMAIL: jobs@theheys.school

1. POST APPLIED FOR

Post Applied For:			
School:	The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAMES:	
TITLE: (Optional)		Date of Birth: (Optional)	
ADDRESS			
POSTCODE:		MOBILE NUMBER:	
TELEPHONE NUMBER:		NATIONAL INSURANCE NUMBER:	
EMAIL ADDRESS:			

3. CURRENT POST

CURRENT EMPLOYER:			
JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS WORK EXPERIENCE

NAME OF EMPLOYER	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



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5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



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7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? (If yes, please state relationship)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? (If yes, please give details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? (If yes, please give details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current and valid driving licence? (if yes, please state the category)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate if you have any special requirements to allow you to participate fully in an interview.	

10. Criminal convictions or cautions

<p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
Do you have any unspent criminal convictions, cautions or bind-overs? If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	Yes <input type="checkbox"/> No <input type="checkbox"/>

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1 Please provide name and address				REFEREE 2 Please provide name and address			
TELEPHONE NUMBER:				TELEPHONE NUMBER:			
EMAIL:				EMAIL:			
Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>



Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:

Date:

