



June 2024

Dear applicant

CLEANER

Thank you for your interest in the cleaning posts at Ibstock Community College. Due to our continued growth we are looking to recruit cleaners to join our small and friendly team.

Context

Ibstock Community College has over 800 students on roll and is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. Having joined LiFE Multi Academy Trust in July 2021, we are now at an exciting stage in our development as we complete our transition through age range change to become an 11-16 school.

About the role and you

As a cleaner, duties will include sweeping, dusting and mopping using appropriate cleaning materials and equipment. The college prides itself on providing a clean and safe environment for all. We are therefore looking for hardworking, reliable, flexible and team-minded people who can ensure that the highest levels of cleanliness are maintained at all times in order that the college is a comfortable, clean, safe and well-maintained environment for all users. It is important that you are able to comply with all relevant health & safety policies and procedures and can work effectively with minimal supervision. Training will be provided where necessary.

Vacancy 1 – 12.5 hours per week (5.30 – 8.00 am Monday to Friday)

Vacancy 2 – 10 hours per week (3:00 – 5:00 pm Monday to Friday)

How to apply

We encourage you to visit our website for more detailed information about the college and further information about the vacancy. Informal enquiries about the post and requests for application forms are welcomed by emailing jobs@ibstockcollege.co.uk or by calling 01530 260705.

To apply, please complete an application form along with a brief covering letter explaining why you would like to apply for the post. Please **do not send a CV** as we are not able to accept them. Completed application forms should be emailed to jobs@ibstockcollege.co.uk, or returned directly to the college for the attention of Debbie Murrell, Cleaning Supervisor, by **9.00 am on Monday 8 July 2024**. It is expected that interviews for shortlisted applicants will be held shortly afterwards.

Cont/d.

The application process

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks.

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

I look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

With best wishes



Sophie Williams

Headteacher