

Recruitment Information Pack

# CLEANER/HOUSEKEEPING TEAM



**Highdown School &  
Sixth Form Centre**

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## Job advert



**HIGHDOWN SCHOOL**  
**AND SIXTH FORM CENTRE**



1560 on roll  
11-18 mixed comprehensive  
Acting Headteacher:  
Mr M Grantham

### **CLEANER/HOUSEKEEPING TEAM**

**£12.13 per hour**

**Various shifts available**

Come and join our Housekeeping team. Duties include: cleaning classrooms and offices, toilets, emptying bins, vacuuming, mopping floors, helping to create a safe and welcoming environment to promote learning for our students.

The successful candidate will be conscientious and reliable with a friendly and pro-active attitude. Experience is desirable, but training will be provided.

We are on a journey to becoming a 'regional centre of excellence'. Why not join us?

To apply, please go to the following link: <https://www.eteach.com/careers/highdown-reading/>

**Closing date:** applications will be considered on receipt

GLF Schools is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. We are also trained in safer recruitment and the successful applicant will be subject to an enhanced DBS check and a 'Prohibition from Teaching' check. As part of our safeguarding procedures, candidates will also be subject to an online record search.



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)



0118 901 5800



[www.highdown.reading.sch.uk](http://www.highdown.reading.sch.uk)

Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading, RG4 8LR



# Job Description



<b>Position: Cleaner/Housekeeping Team</b>
<b>Core Purpose</b>
To be responsible for ensuring the cleanliness of the entire building and for maintaining high and consistent standards throughout the school
<b>Main duties:</b>
Monitor corridors and pick up litter or vacuum if required
Empty litter bins
Remove rubbish from radiators and tops of lockers
Remove marks from walls and surfaces as required
Remove litter from surfaces and window ledges and clean
Sweep and pick up litter around entrances to buildings
Undertake prompt incident cleaning through student illness or accidents
Sweep playground areas if glass breakages occur
Ensure Health & Safety, quality and general procedure compliance
Report cleaning supplier requirements and stock levels to the line manager
Cleaning duties for parents' evenings or other events taking place within the school, as directed by the Premises Manager
Ensure that the facilities and site are safe, tidy and secure at the end of third party use
Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
Any other reasonable tasks as directed by the Premises Administrator, Facilities Manager or Regional Operations Officer
<b>Safeguarding</b>
Highdown School & Sixth Form Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.
<b>Other</b>
This job description may be revised as the needs of the school change in future.
<b>NOTE: This job description is not intended to be all-inclusive. You may be require to perform other related duties as negotiated to meet the on-going needs of the Academy.</b>
<b>Collaborative Working</b>
<b><i>GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression</i></b>



<b>Position: Cleaner/Housekeeping Team</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good level of general education		✓
<b>Experience</b>		
Previous experience in a similar role		✓
Experience of working in an educational setting		✓
<b>Knowledge and Skills</b>		
Knowledge of the use of cleaning materials and substances		✓
Knowledge of Health and Safety requirements		✓
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests		✓
<b>Personal attributes</b>		
A flexible approach to work		✓
Enthusiastic team player		✓
Reliable and punctual		✓
Self-motivated and well organised		✓
Common sense, initiative and the ability to problem solve		✓
Good communication skills with different stakeholders		✓
Ability to follow instructions		✓
Accuracy and attention to detail		✓
<b>Safeguarding</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		

# About Highdown



## About us

Highdown was established as a comprehensive school in 1971. Currently we have in the region of 1500 students on roll from 11 to 18 years of age. The school includes three Grade II listed buildings within its 28 acre grounds.

Highdown School and Sixth Form Centre is a thriving school where all students are challenged to reach excellence every day. These pages will tell you more about the school community and the opportunities available for our students.

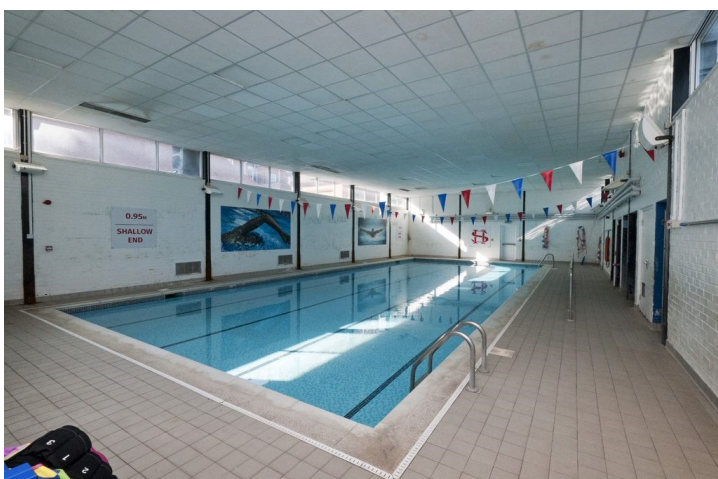
## Highdown Community

Highdown has a supportive community.

Students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact.

Highdown enhances its experiences with the local primary schools as well as the local residents of Emmer Green.

Highdown frequently explores activities and events in order to get the community involved and to help the community around us.



## Facilities

Highdown School offers a large range of facilities from general purpose classrooms to sports and leisure facilities.

Click [here](#) to find out more about our facilities.



## Highdown Life



Working at Highdown is a pleasure. What sets it apart from other local schools is the sense of community Highdown provides to Emmer Green. Colleagues at Highdown enjoy excellent benefits, unrivalled teaching resources and equipment, mentoring, colleague support as well as opportunities for professional development and promotions.

Members of staff at Highdown work extremely hard as members of aspirational, respectful and excellent teams. Be it a warm welcome, fresh fruit and our own Café, thoughtful touches make a difference and teachers and members of the support team feel cared for.



Colleagues across Highdown collaborate frequently with one another, exchange ideas for best practice, develop knowledge and skills and devise new ways of teaching and supporting our students. Everyone learns from one another.

## Testimonials

*" I have learnt and developed hugely in my time at Highdown and have been fortunate to work with many of the leadership team which has helped shape and prepare me for a leadership role I will now take on. "*

Colleague



*"I just wanted to congratulate you and your team for the very good Ofsted report and also for the excellent GCSE / A level results....*

*All excellent."*

*"It continues to be a very tough and emotional year for all of our young people and for everyone working in the school. I cannot do anything other than to say I am so grateful for all that you are doing for them."*

Parent

*"I wanted to write to highlight the excellent behaviour I have observed among your pupils on their way to school. I am a Caversham resident and usually run three mornings a week. I regularly pass Highdown pupils on their way to school. When I have stepped aside to allow pupils to pass and to maintain a social distance, I have almost always been the recipient of a 'thank you'. Likewise, pupils have politely stepped aside to allow me to pass. I was extremely impressed with both the politeness and understanding of the importance of social distancing observed by your pupils. A credit to your school – well done! "*

Local Resident



*"Highdown makes school life as good as it could be"*

Student



# Benefits



## JPL Programmes

We offer professional learning programmes for staff at all levels.



## Tea and Coffee

Complementary tea and coffee available in our staff room. Fruit provided on Mondays.



## Subsidised Gym Membership

Our on-site Sports centre has discounted prices for all staff with access to gym and pool.



## Fair Workload Charter

Taking care of your wellbeing in line with your workload.



## Employee Assistance Programme

Confidential independent support service available to staff when you most need it.



## Access to Occupational Health

A range of services including medical advice related to work issues and health assessments.



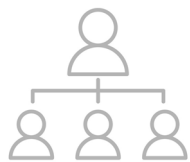
## Promotions

Internal opportunities for personal and leadership development and professional challenge.



## Free Parking

Free car parking is available on site.



## Performance Management

Supporting the professional development of all staff.



## Teacher Pension Scheme

Membership of the contributory Teachers Pension Scheme



## Berkshire Pension Scheme for Support Staff

Membership of the contributory Pension Scheme for support staff.



## Admission

Admission priority for children of staff



## Professional Development

Strong commitment to support professional development.



## Access to Café 6

Café 6 is open for staff and Sixth Formers only, to buy subsidised snacks, drinks and lunches.

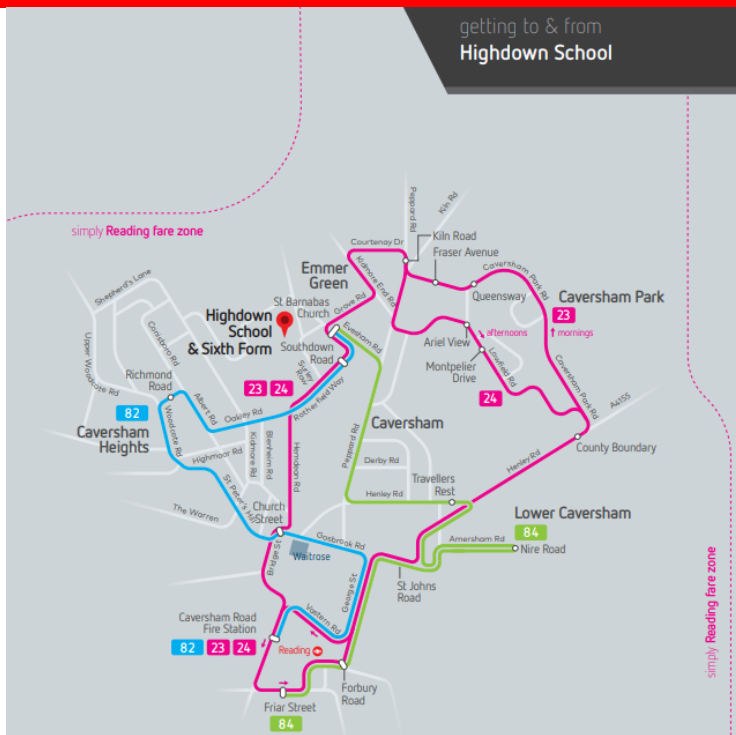
# How To Find Us

**Highdown's Location** | We are located in Emmer Green, Caversham on the outskirts of Reading, Berkshire, England.

**By car** | We are about a 10 minute drive from Reading town centre and a 20 minute drive from the M4 motorway. From Reading follow over Caversham Bridge, left to Hemdean Road, right onto Rotherfield Way, left up Surley Row hill. The school is at the top of the hill on the left.

**By bus** | The School and the community of Emmer Green is served by local bus services **23, 24, 82** and **84** (operated by [Reading Buses](#))

**By train** | Our nearest rail links are at [Reading Station](#), which is about 2 miles from the School.



Click [here](#) to find out the best way to get to us.



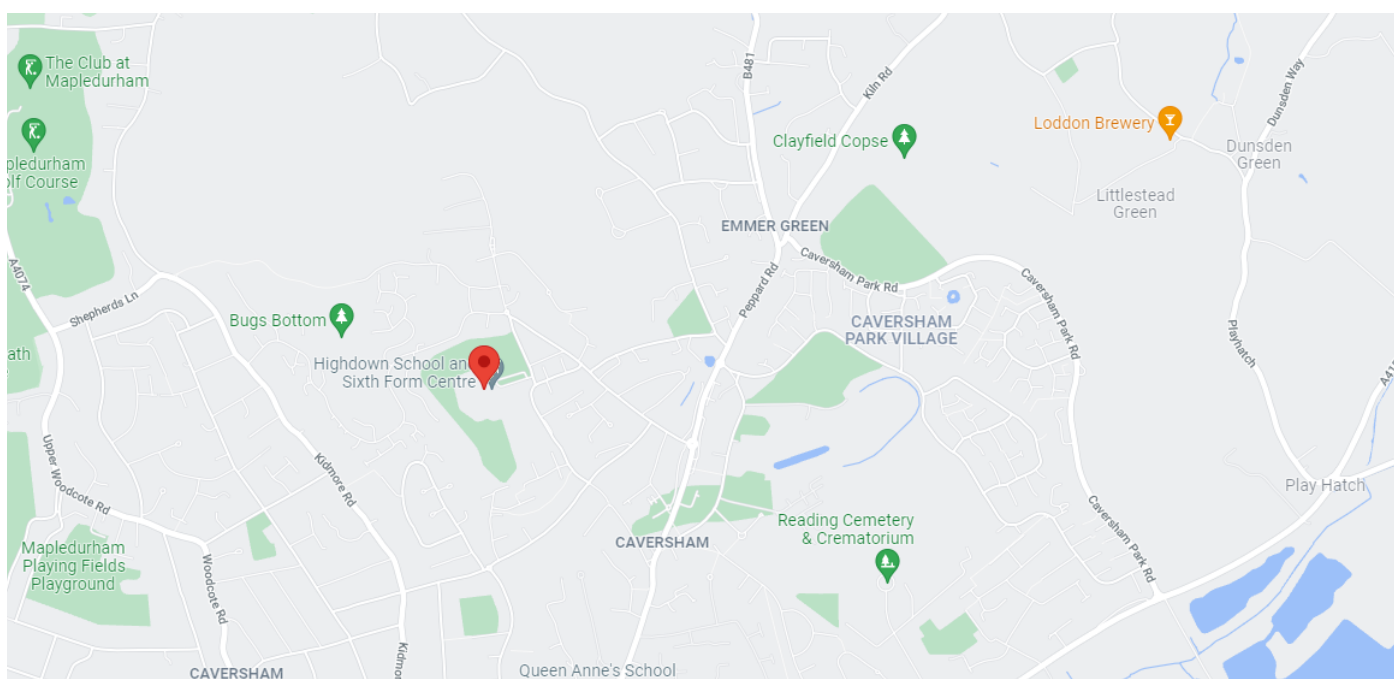
0118 901 5800



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)

**We have a separate pedestrian and vehicle intercom.**

**Upon arrival please buzz the red button on our intercom.**





**HIGHDOWN SCHOOL AND SIXTH FORM CENTRE**

**Surley Row, Emmer Green, Reading, RG4 8LR**

**Tel: 0118 901 5800**

**Email: [office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)**

