

Cleaner Position Thornleigh Salesian College

HOME
SCHOOL
CHURCH
PLAY
GROUND

Closing date for application 12 noon Wednesday 2nd February 2022

Interview date TBA

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Our Mission Statement

Thornleigh Salesian College is a community rooted in faith in Jesus, where all are valued, loved and cherished so they can aspire for academic excellence in an atmosphere of compassion and forgiveness which seeks to reach out in service and gratitude.





Staff say they are proud to be part of a supportive community.

Ofsted 2019

A warm welcome to our school

Thank you for your enquiry about the current vacancy at Thornleigh Salesian College.

This is a very exciting opportunity to join our successful 11-18 Roman Catholic School. We are under the trusteeship of the Salesians of Don Bosco and this identity shapes everything that we do for the young people in school.

As a highly regarded, oversubscribed school both locally and in the Diocese of Salford we work tirelessly to strive for excellence in all that we do. Ofsted (2019) continues to judge our school as good, recognising that ours is a school that children enjoy coming to and where they are safe. Recruitment of outstanding staff is paramount and as a result our children say that 'the best thing about their school is their teachers'. (Ofsted 2019)

Thornleigh Salesian College is a rewarding place to work, relationships between colleagues and students are an abiding strength.

Staff in our school work hard and they are totally dedicated to the young people that they work with.

There is a sense of ambition that permeates all elements of our school and we relish the challenge of providing all our students with the provision, resources and opportunities to be the best that they can be.

Staff in our school are treated well – we are totally committed to the continued professional development of all our colleagues and we take seriously our responsibility to develop the leaders of the future. We are equally committed to staff well-being and provide a generous package of support in order to help all colleagues achieve a healthy family and work life balance.

I hope that you find the information in this pack useful and it helps you to make the decision to apply, however if you wish to discuss the post further please do not hesitate to contact me.

Andrea O'Callaghan
Headteacher

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An abiding
strength of the
school is its
concern to nurture
the individual.

Ofsted 2019



Ofsted Parent Views 2019

Over

98%

of parents feel that their
child is safe in our school

Over

98%

of parents feel that their
child is happy in our school

Over

99%

of parents believe their
child does well in our school

Cleaner Position

Grade A SCP 3 (£9.62 per hour) - Pro-Rata'd £5243 per annum (£436.96 per month actual)

Permanent posts - Term time only

12.5 hours per week, 2.5 hours a day, Monday - Friday

Afternoon shift 3:30pm - 6:00pm

Thornleigh Salesian College is looking to appoint two permanent cleaners, the start date will be as soon as possible. If you possess the skills and knowledge below we would welcome your application.

Closing date for applications: 12 noon Wednesday 2nd February 2022

Interviews: TBA

Application packs can be downloaded from the school website or via **sholland@thornleigh.bolton.sch.uk**

This 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 complete an enhanced DBS check.

Job Description

Post Title	Cleaner Required
Post Holder	GRADE A – SCP 3 £9.62/per hour - £5243 per annum (£436.96 per month actual)
Contract Term	Term time only
Hours per week	2.5 hours per day 12.5 hours per week Monday - Friday Afternoon shift - 3:30pm - 6:00pm
Reporting to	Cleaning Manager

Primary Purpose of the Job

- To assist in making the School a clean, healthy and safe environment for all.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

Responsible For

To ensure that all school facilities are in excellent and safe condition with the highest possible standards of cleanliness for use by pupils, staff and visitors.

Main Duties

SECTION 1 – DUTIES

- Be responsible for cleaning a designated area(s) of the School.
- To provide cover for absent colleagues.
- Promptly submit detailed returns of overtime to the Cleaning Supervisor.
- Assist with the cleaning of school furniture, e.g. for a Parents Evenings.
- Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
- Assist in directing parents and visitors around the School.
- To be responsible for the locking and unlocking of a designated area of school, ensuring that security is maintained at all times.
- To be responsible for keys in your area.
- Contribute towards the arrangements for securing the premises and ensuring that contents are in place.
- Use all cleaning equipment safely and correctly ensuring adherence to the School's Health and Safety Policy.
- Switch off all unnecessary lights and windows at the end of cleaning an area.
- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Health and Safety

- 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 reporting of any hazards.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

Further tasks may be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's continuing professional development programme:

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Customer Care

To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop One and Others

To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.

Valuing Diversity

To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Person Specification

Department Thornleigh Salesian College

Job Title Cleaner Required

Stage One

Disabled Candidates are guaranteed an interview if they meet the essential criteria

Minimum Essential Requirements

	Method of Assessment
<ul style="list-style-type: none">• Able to work on own initiative as well as a member of a team• Adaptable and self-motivated• Well organised• Able to prioritise tasks• Literate and numerate• Articulate and communicative• Outgoing pleasant manner• Awareness of Health & Safety Issues	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

Customer Care

Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
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Valuing Diversity

Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
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Developing Self and Others

Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others.	Application Form/Interview
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Experience/Qualifications/Training etc

Experience of working in a school environment would be an advantage	Application Form/Interview
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Work Related Circumstances

<ul style="list-style-type: none">• Willingness to work additional hours as required, particularly during the holidays when the school conducts its deep cleans.• Ability to cope with physical demands of the job e.g. lifting, carrying• Good health record – good timekeeping• Able to work in a busy school environment and relate effectively with children and adults	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
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Stage Two

Will only be used in the event of a large number of applicants meeting the minimum essential requirements

Additional Requirements

Skills and Knowledge/ Experience/Qualifications/Training

	Method of Assessment
<ul style="list-style-type: none">• Knowledge relating to the Health and Safety at Work Act;• Experience of implementing directives the Health & Safety at Work Act in a working environment;• Experience of cleaning or similar role in a public environment or other large organisation.	Application Form/Interview Application Form/Interview Application Form/Interview

Note to Applicants: Please try to show in your application form, how best you meet these requirements.