

VACANCY Cleaner

Job Reference:	CLEAN/CLHS/191029
Required:	As soon as possible following clearances
Working Pattern:	Part-time, all-year-round
Working Hours:	17.25 per week
Contract Type:	Permanent
Salary Grade:	Grade 1, Points 1-3
Actual salary:	£8,095 - £8422 per annum

We are looking to appoint a cleaner to join our Premises team. This is a permanent, all-year-round, part-time position, working 17.25 hours per week as follows:

- During term time: 2:30-6:00pm Mon-Thu; 2:30-5:45pm Fri
- During school holidays: 8:00-11.30am Mon-Thu; 8:00-11:15am Fri

To apply, please complete the CES application form for support staff and email it to recruitment@clrchs.co.uk quoting the job reference CLEAN/CLHS/191029 on the application form.

The closing date for receipt of applications is 12:00 Noon on Tuesday 29th September 2019.

It is anticipated that interviews will be held during the week commencing 4th November.

You will need to show in your application how you meet the criteria in the person specification and job description. Please note that we cannot accept RMBC application forms or CVs – applications need to be on the CES application form.

If you need a printed copy of the application pack, please contact Christine Munro on 0161 643 4009 (ext. 200) or by email to admin@clrchs.co.uk to arrange to pick one up from Reception.

- You will need to be able to provide the name and contact details of two referees: Your first referee should be your current employer or most recent employer if you are not currently in work. If you have any experience of working with children (paid or unpaid), please include this as one of your referees. Please seek the person's permission before giving their name as a referee. We will contact your referees by email if your application is shortlisted so please provide an email address for them on the application form.
- **To be appointed**, you must be able to provide the following pieces of identification:
 - A piece of official, photographic identification such as a Passport or Driving Licence Photocard.
 - Verification of any name changes (Birth Certificate plus Marriage/Civil Partnership Certificate, Deed Poll, Decree Absolute/Civil Partnership Dissolution Certificate, etc.). This does not apply to a change of surname due to adoption before the age of ten.
 - Proofs of Identification for your Disclosure and Barring Service check (please refer to the list of valid id documents). **One of these documents must confirm your name and current address.**
 - Proof of Right to work in the UK (British/EEA Passport, British Birth Certificate, EU photo identity card or valid Work Permit or Visa).
 - Recent evidence of current address: This should be an official document which confirms your name and current address and is dated within the last three months.

Cardinal Langley RC High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this position is subject to an enhanced Disclosure & Barring Service (DBS) and background check and submission of a Rehabilitation of Offenders Statement. You must agree to this and be able to provide the required identification/ documentation in order to be appointed to this post. If you cannot produce the required identification within the given timescale, it may result in any offer of employment being withdrawn or you may be asked by HR to give your consent to identification through fingerprinting.

Applicants are informed that if appointed to this post their contract of employment will be with Cardinal Langley RC High School Governing Body, which is the employer, and not the local authority.

ROCHDALE BOROUGH COUNCIL

SCHOOL: Cardinal Langley RC High School (Job Ref: CLEAN/CLHS/191029)

JOB DESCRIPTION

Job Title:	Cleaner
Grade:	Grade 1 (SCP) 1-3
Responsible to:	Assistant Site Manager; Premises Manager
Responsible for:	
Hours of Duty:	Part-time - 17.25 per week: 2:30-6:00pm Mon-Thu; 2:30-5:45pm Fri (during term time) 8:00-11.30am Mon-Thu; 8:00-11:15am Fri (during school holidays)
Any Special Conditions of Service:	<ul style="list-style-type: none">• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• Annual Leave – All Year Round – Annual leave will be approved in accordance with the needs of the school.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Valuing our people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To undertake, individually or as part of a team, the cleaning of designation premises and associated accommodation to ensure that they are kept in a clean and hygienic condition.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

Cleaning materials, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with the school's Health & Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the school's policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's arrangement.

Relationships (Internal and External)

Communicating with all staff (both of the school in particular and the Authority in general), students, contractors and other work persons on the premises and generally with members of the public as necessary.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. Cleaning.
2. Washing.
3. Sweeping.
4. Vacuum Cleaning.
5. Emptying of litter bins.
6. Polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings using, where appropriate, powered equipment.

SECONDARY DUTIES

1. To participate in relevant training as required
2. To undertake such other duties and responsibilities, of an equivalent nature, as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Cleaner

Grade 1 (SCP) 1-3

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criterion or a Desirable Criterion, you **MUST** include in your application enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To be Numerate and Literate. 	Application Form / Interview	<ul style="list-style-type: none"> • NVQ Level 1 Cleaning. • Previous cleaning experience and familiar in the use of equipment and materials associated with cleaning. 	Application Form / Interview
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • To be capable of undertaking cleaning duties to meet the required standards and to carry out all associated tasks. 	Application Form / Interview		
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. • Willing to take part in training, as and when necessary 	Application Form / Interview		

List of Valid Identity Documents for DBS

When applying for a Disclosure and barring (DBS background check you will be asked to produce certain **original** documents so that your identity can be verified. The following checklist may help you gather your documents.

Can you produce a Group 1 document?

If yes, then you must produce 3 documents:

- 1 document from Group 1 **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

If no, then you must produce:

- 3 documents from Group 2 comprising of;
 - 1 document from Group 2a; **and**
 - 2 further documents from Group 2a or 2b; one of which must verify your current address.

In exceptional circumstances if neither of the above options can be met then you must produce

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- 4 further documents from Group 2 comprising of:
 - 1 document from Group 2a; **and**
 - 3 further documents from Group 2a or 2b; one of which must verify your current address.

Group 1 – Primary Trusted Identity Credentials

- Any current valid Passport ☐
- Biometric Residence Permit (UK) ☐
- Current Driving Licence Photo card (Full or provisional) UK, Isle of Man, Channel Islands & EU ☐
- Birth Certificate (UK and Channel Islands) – **issued within 12 months of birth;** ☐
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable).
- Adoption Certificate (UK & Channel Islands) ☐

Group 2a – Trusted Government/State Issued Documents

- Current Photo card Driving Licence (Full or provisional) (all countries outside of EU) ☐
- Current Paper Driving Licence (Full or provisional)
if issued before 1998 UK, Isle of Man, Channel Islands and EU ☐
- Birth Certificate (UK Isle of Man and Channel Islands) - **issued after the time of birth** ☐
- Marriage/Civil Partnership Certificate (UK and Channel Islands) ☐
- HM Forces ID Card (UK) ☐
- Fire Arms Licence (UK, Isle of Man and Channel Islands) ☐

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA) (issued in the last 12 month) ☐
- Bank/Building Society Statement (UK or EEA) (issued in the last 3 month) ☐
- UK Bank/Building Society Account Opening Confirmation Letter (issued in the last 3 month) ☐
- Credit Card Statement (UK or EEA)(issued in the last 3 month) ☐
- Financial Statement - e.g. pension, endowment, ISA (UK) (Issued in the last 12 month) ☐
- P45/P60 Statement (UK & Channel Islands) (issued in the last 12 month) ☐
- Council Tax Statement (UK & Channel Islands) (issued in the last 12 month) ☐
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date) ☐
- Letter of Sponsorship from future employment provider (must still be valid)
(Non-UK/Non-EEA only – valid only for applicants residing outside of the
UK at time of application) ☐
- Utility Bill (UK) – Not Mobile Telephone (issued in the last 3 month) ☐
- Benefit Statement- e.g. Child Allowance, Pension (issued in the last 3 month) ☐
- A document from Central/ Local Government/ Government Agency/
Local Authority giving entitlement (UK & Channel Islands) - e.g. from the
Department for Work and Pensions, the Employment Service, Customs &
Revenue, Job Centre, Job Centre Plus, Social Security (issued in the last 3 month) ☐
- EU National ID Card (must still be valid) ☐
- Cards carrying the PASS accreditation logo (UK and Channel Islands) (must still be valid) ☐
- Letter from Head Teacher or College Principal (16/17 year olds in full -time
education - only used in exceptional circumstances when all other
documents have been exhausted) ☐

ROCHDALE METROPOLITAN BOROUGH COUNCIL
(INCLUDING ALL MAINTAINED SCHOOLS)
POLICY ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Rochdale Council* complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Rochdale Council* is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, sexuality, caring responsibilities, age, disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after careful consideration of the duties of the post has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required the recruitment information will contain a statement that a Disclosure will be requested for the successful applicant only.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to the Headteacher and guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Rochdale Council* to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

We ensure that all staff involved in the final approval of appointments to posts subject to Disclosure have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a Disclosure & Barring Check aware of the existence of the DBS Code of Practice and make a copy available on request.

Article I. Having a criminal record will not necessarily bar you from working with us.

This will depend on a fair and objective judgement relating to the nature of the position, the circumstances and background of your offences, and your current life situation.

**Inclusive of school*