



Sandbach High School and Sixth Form College

an ambitious school
with kindness at the heart of our high expectations

Application Pack Cleaner

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

Appointment Type	Permanent
Start Date	ASAP
Hours	3.30pm to 6.00pm 12.5 hours per week – Monday to Friday
Salary Scale	Sandbach High School and Sixth Form College pay scale Grade 2 £17,286 pro rata. Actual salary £5839 per annum
Closing Date	Thursday 2 nd December 2021 at noon
Interview Date	To be confirmed

The successful candidate will join a dedicated team of cleaners who ensure the cleaning schedule of the school is completed effectively and is in accordance with Health and Safety requirements

Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes. Application forms can be accessed from www.sandbachhigh.co.uk

Job Description

Cleaner

Responsible to: Senior Cleaner

You will be responsible for a high standard of general cleaning throughout the school and college including offices, corridors, toilets and classrooms.

Main Responsibilities:

Maintain the cleanliness of the school and college facilities to a high standard; and

- Undertake a wide range of cleaning duties, including but not limited to: cleaning, washing/mopping, sweeping, scrubbing, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower area) and fixtures and fittings, using, where appropriate, powered equipment.
- Identify/report defects around the school to the Senior Cleaner/Premises team.

Successful candidates are provided with on-going training.

This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification – Cleaner

	Essential	Desirable	How identified
Qualifications and Training	<ul style="list-style-type: none"> Minimum of a Level 2 standard of literacy and numeracy 	<ul style="list-style-type: none"> NVQ Level 2 Cleaning and Support Service skills or a commitment to work towards 	Application
Relevant Experience	<ul style="list-style-type: none"> Experience within a cleaning environment 		Application References Interview
Skills and Knowledge	<ul style="list-style-type: none"> Awareness of Health and Safety including COSHH 		Application References Interview
Personal Qualities	<ul style="list-style-type: none"> Excellent time keeping and attendance; High levels of attention to detail; Good levels of communication and team working To be able to work as part of a team and build positive relationships. An ability to take initiative and seek advice where appropriate. Commitment to safeguarding and promoting the welfare of children and young people. 		References Interview

THE REHABILITATION OF OFFENDERS ACT

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.* This job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

DISCLOSURE & BARRING SERVICE (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

SAFEGUARDING CHILDREN

Sandbach High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff at Sandbach High School and Sixth Form College are expected:

- To adhere to the school's corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with their Line Manager
- To promote the school favourably in the community
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Safeguarding

- Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Health & Safety

- The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

- The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Equality Act 2010

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

Applications

Visits to the school, individually risk assessed in accordance with our Covid risk assessment, and informal enquiries, prior to application, are warmly welcomed please contact Helen Hulse, School Business Manager, on 01270 765031 to discuss or email recruitment@sandbachhigh.co.uk

Applications will only be accepted on a completed Sandbach High School and Sixth Form College application form.

The closing date for applications is Thursday 2nd December 2021 at noon.

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to recruitment@sandbachhigh.co.uk