

Shevington High School

Cleaner Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that *"life is what you make it!"*

Life is what you make it!



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways, to be creative and realise that

Life is what you make it!

Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”



About the School

Shevington High School is a very popular and successful 11-16 secondary school with a track record for achieving the best possible outcomes for the pupils it serves.

The school located in the village of Shevington, 3 miles from Wigan town centre and five minutes from the M6 motorway. The school is smaller than the average size secondary school but grown significantly over the last 5 Years. We currently have 178 students in every year group.

As a School, we have developed a learning culture of high aspirations and expectations for all students.

At Shevington, we are committed to maintaining the very highest standards. Our positive approach seeks to identify and nurture the ability and talent in every learner and to ensure through an array of experiences and opportunities that everyone has the chance to shine.

Shevington High School is a happy school where individuality and difference are recognised and embraced and curiosity, creativity and leadership are fostered. In addition, every learner has the right to strive for success and to have their successes celebrated. We are a disciplined and caring environment where respect for each other, small courtesies and good manners are held in very high regard.

Learning is at the heart of all that we do and in order to prepare young people to become the citizens of the future the learning must be stimulating, challenging and be about real life and the real world.

We are immensely proud to be a Laboratory School as part of the International Centre of Educational Enhancement (ICEE) and Bolton University. Through our relentless research and development work with the ICCE we have developed the Shevington Teaching Framework and developed a blended learning approach where all students work from digital devices in lessons through Google Classroom. This has transformed our learning and pedagogical approach in lessons.

One of our other unique strengths, is our commitment to encouraging and enabling students to take ownership of their learning. To this end all students attend a weekly coaching session with their form tutor setting weekly and long term learning goals linked to our curriculum and Student Agency in Learning (SAIL) approach.

We have worked hard to create a working environment, where hard work and dedication are rewarded. We are very proud of our amazing students, our dedicated staff and extremely supportive governors and parents.

The school has a strong school vision supported by all stakeholders.

Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways – to be creative – and realise that “life is what you make it!”

At Shevington High School, you will find a school which is totally committed to ongoing and high-quality professional development for all staff who form part of our team. We have a comprehensive programme of professional development and have a Staff Coaching Programme where staff work collaboratively in triads throughout the year reflecting on practice and developing teacher protocols. All teachers also embark on personal research and inquiry projects and share their findings with others as part of our professional learning community. We believe that the focus on developing teacher protocols has been central to our ongoing success.

If you are suitably qualified and would like to share in our vision and journey as we continue to develop an innovative and excellent educational provision, we would very much welcome hearing from you

Thank you for your interest in the post and we look forward to receiving your application.

Mr J Bennett
Headteacher

Cleaner

30 hours per week, Term-time only

Salary: Grade 2 (scp 2 - 3)
£16,038 - £16,289 per annum, pro-rata
(pay award pending)

Required as soon as possible

Many thanks for your interest in the above post. We hope you find the information useful in making a decision about your application to Shevington High School.

Shevington High School is a highly successful and inclusive School. We pride ourselves on the delivery of high-quality teaching, which enables all our students to learn effectively. All our staff, both teaching and support staff, are valued and respected as true professionals.

We are currently seeking to appoint a flexible, highly motivated, reliable individual to join our team of support staff. Your primary role would be to support the Site Team undertaking cleaning duties.

Benefits

- Access to Pension Scheme
- CPD including Knowledge Development Courses
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team

Application forms to be returned to Mrs L Thompson ltompson@shevingtonhigh.org.uk or direct to the school office for the attention of Mrs L Thompson.

(As part of the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2023).

School reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.



Job Profile

Cleaner

Job purpose:	To undertake cleaning duties of classrooms and allocated areas as directed by senior premises staff		
Reporting to:	Site Manager/Business Manager		
Responsible for - Staff	NA		
Liaising with:	Site staff, School staff		
Grade of post:	G2	Gauge ref:	A23338
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none">• To undertake cleaning duties within allocated areas in line with specified standards• To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training)• To undertake basic record keeping as directed• To refill and replace consumables and to collect and dispose of waste• To perform duties in line with health and safety regulations (COSHH)• To handle cleaning materials in line with COSHH regulations• To take action where hazards are identified, reporting serious hazards to the line manager• To report faulty equipment and other maintenance requirements to the appropriate person• To undertake specialist cleaning programmes during school closures or other designated periods• To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person• To assist with hospitality for events and meetings if required.

Other Specific Duties
<p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the staff review and development appraisal process.</p> <p>Health and Safety Training</p> <p>To undertake Health and Safety Training on areas within your remit.</p>

Person Specification / Selection Criteria

Cleaner

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of cleaning building interiors		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in relevant discipline (Cleaning,) or willingness to work towards it	E		A
Willingness to undertake relevant training for examples COSHH, health and safety at work	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of COSHH requirements		D	A, I
Basic knowledge of health and safety at work regulations for example moving and handling		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		A, I
Ability to prioritise own workload	E		A, I
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of cleaning	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of a range of complex office procedures	E		
Knowledge of developing and maintaining administrative and financial procedures	E		A, I
Knowledge of how to undertake a range financial processes e.g. evaluating service level agreements for best value and/or budget setting	E		A, I
Can demonstrate ability to produce high quality administrative/finance support	E		A, I
Knowledge of school related office procedures and/or working in a school setting		D	A, I
Knowledge of education and local Authority organisations		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Sound organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to use initiative to respond to and resolve a range of problems	E		A, I
Ability to deliver polite, courteous and efficient customer service	E		A, I, R
Ability to prioritise own tasks and those of others and be self-motivated	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
To work occasionally out of hours work to support school functions		D	I
To take responsibility for self development and undertake training as required	E		I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

How to Apply

1. Read carefully all the information about this post.
2. If you have any questions, please do not hesitate to telephone, or email Mrs L Thompson, PA to Headteacher/Office Manager on email ltompson@shevingtonhigh.org.uk.
3. Complete the application form as fully as possible.

If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential.

It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to ltompson@shevingtonhigh.org.uk or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8AB