

Information for Prospective Candidates

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SEPTEMBER 8 2022

Gildredge House

Position: Cleaning Operative

Deadline: Friday 23rd September 2022

An insight into the role

Dear Applicant

As a school, we are overjoyed that you are considering applying for the post of Cleaning Operative. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk.

CLOSING DATE: Friday 23rd September 2022 at 09.00am
START DATE: As soon as possible, subject to all checks and references
INTERVIEWS: Week Commencing Monday 26th September 2022 - To be confirmed
HOURS OF WORK: 3 hours per day Monday to Friday 3pm-6pm.

Please note: applications will be screened and interviews may be offered before the closing date.

We are looking to appoint a school cleaning operative(s) to work within our Estates Team and carry out cleaning and other associated duties.

- Do you enjoy working in a busy and varied environment?
- Are you someone who likes working as part of a small team within a large organisation?
- Are you flexible, resilient and able to work quickly and efficiently?
- Do you understand the importance of safeguarding young people?

If the answer is yes then Gildredge House would like to meet you.

At Gildredge House, each individual is known and valued. You will join a strong team of inspirational staff working within an environment that is both stimulating and fun. If you take pride in your work and have the ability to prioritise and manage your time effectively, then we would love to hear from you.

Starting Salary: GH Scale Grade 1 Point 2. Full time equivalent salary is £16,881 per annum. The hourly rate is £9.24 per hour.

Contract: 52 weeks per year (includes 5.6 weeks' paid holiday including bank holidays. There may also be additional hours available during school holidays).

Other benefits: LGPS Pension Scheme, Parking, Uniform and generous 25 days holiday plus 8 days bank holiday (pro rata for part time employees).

If you are interested in the position please download the Application Pack on our website.

Please complete the Application for Employment and References & Monitoring Form and return to careers@gildredgehouse.org.uk by 09.00am on Friday 23rd September 2022.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks, which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Cleaning Operative: Job Description

Pay Point GH Support Scale Grade 1 Point 2

Purpose of the Job

To provide a cleaning service in specified areas of the school site

Responsible to

The post-holder is responsible to the Director of Finance and Administration in all matters.

Responsible for:

Main Responsibilities, Tasks and Duties

1. To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Head Teacher or nominee.
2. To operate cleaning machinery in accordance with instructions.
3. To dilute and use cleaning materials as instructed.
4. To collect and remove waste/rubbish from work area to collection point as directed.
5. To clean and maintain cleaning equipment as instructed.
6. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
7. To comply with instructions relating to security and confidentiality.
8. To carry out the above duties in accordance with Gildredge House Equal Opportunities Policy.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- 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, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

Cleaning Operative: Job Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE English and Mathematics		✓
PERSONAL QUALITIES	Essential	Desirable
Able to follow instructions	✓	
Have knowledge of Health and Safety in the workplace		✓
Ability to prioritise work	✓	
Ability to manage time effectively	✓	
Ability to communicate clearly with a wide range of people	✓	
Ability to work without supervision and show initiative	✓	
Work as part of a team	✓	
Be flexible to changing demands of the post	✓	
Take pride in a job well done	✓	
Be happy, have a sense of humour		✓
Must be in good health	✓	

No previous experience is required but the ability to establish positive expectations of student behaviour, good relationships with staff and students, and sensitivity to students' personal needs is important.

“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us, share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that are extraordinarily hardworking and most importantly make sure each child reaches their full potential.

The deadline for admissions is Friday 23rd September 2022 If you are interested in the position, please complete an Application Form, available from the school website:
<https://www.gildredgehouse.org.uk/our-school/vacancies/>

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by 9.00am on Friday 23rd May 2022 at 9.00am.

We look forward to hearing from you.