

Information for Prospective Candidates

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SEPTEMBER 15 2023

Gildredge House

**Position: Cleaning Operative and/or Estates Assistant
10 hours pw (Cleaning)/ 10 hours pw (Estates)**

Deadline: Please see school website for details

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Cleaning Operative and/or Estates Assistant**. 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: As indicated on the school website
START DATE: As soon as possible, subject to all checks and references
INTERVIEWS: In the week following the closing date
HOURS OF WORK: **Cleaning Operative** 2 hours per day, Monday to Friday (afternoons from 3 p.m.), term-time only
Estates Assistant minimum 10 hours per week, possibly additional hours available (to be discussed at interview). 52 weeks per year, with 26 days' paid holiday plus bank holidays

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

We are looking to appoint a School Cleaning Operative and an Estates Assistant to work within our Estates Team and carry out cleaning and other associated duties. Please note, these vacancies are available separately or as a dual-contract position for the right applicant.

- 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.

Cleaning Operative Starting Salary: GH Scale Grade 2 Point 4. Full time equivalent salary is £20,441 per annum. The hourly rate is £10.60 per hour.

Cleaning Operative Contract: 10 hours per week, term-time only, 43 weeks per year (includes 5.6 weeks' paid holiday including bank holidays). Two hours per day, Monday to Friday, from 3 p.m. There may also be additional hours available during school holidays.

Estates Assistant Starting Salary: GH Scale Grade 4 Point 9. Full-time equivalent salary is £21,189 per annum. The hourly rate is £10.98.

Estates Assistant Contract: 52 weeks per year (includes 5.6 weeks' paid holiday including bank holidays). 2 hours per day, mornings, Monday to Friday. There may also be additional hours available during school holidays and the hours will be discussed at interview.

Other benefits: LGPS Pension Scheme, Free on-site Parking, Uniform provided and generous 26 days' holiday plus 8 days bank holiday (pro rata for part-time employees).

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

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 you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Cleaning Operative: Job Description

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.
- A uniform is required to be worn for this role and this will be provided.
- 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: Person 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.

Estates Assistant: Job Description

The primary purpose of this post is to carry out a range of duties which contribute to the health & safety, maintenance, repair and security of the school's facilities.

MAIN RESPONSIBILITIES AND TASKS

Estates

- Day to day routine estates management including completion of necessary documentation
- Work with the Estates team to ensure the security of the school
- Supervise car park as required
- Undertake general daily cleaning duties

- Support grounds maintenance to ensure that the school is presented to a high standard
- Set out and put away furniture and equipment as required for assemblies, exams or special events and to undertake general portorage
- To remove broken or unwanted items
- Respond to premises emergencies as necessary
- Challenge any unauthorised persons on school premises, escort off site if safe to do so (calling for assistance if required) and report incident to the Estates Manager
- Carry out duties with a commitment to equality of opportunities
- Support the Gildredge House policies
- Participate with the Gildredge House proactive energy conservation ethos

Health and Safety

- First aider within the school daily structure
- Carry out duties of the post acting in accordance with the school Health and Safety policy
- Attend to sickness or minor accidents as required, by carrying out minor first aid and summoning relevant assistance
- Carry out duties in accordance with Gildredge House safeguarding policy and procedures

Professional Development

- Undertake relevant training to ensure that individual professional development enables further enhancement of skills and qualities to deliver support in the most effective manner

As a member of the support staff, this role is line managed by the Estates Business Manager and is responsible to the Director of Finance and Administration. Job descriptions may be updated by the Head Teacher from time to time to accommodate the changing needs of the school. The Estates Assistant may be required to undertake other duties as reasonably be required by the Head Teacher.

Estates Assistant Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE (or equivalent) Mathematics and English		✓
Experience in premises maintenance		✓
Current First Aid certificate		✓
Health and Safety (general level)		✓
SKILLS AND KNOWLEDGE (demonstrated at interview)		
General premises maintenance skills	✓	
Ability to multi task to achieve deadlines in a diverse working environment.	✓	
A good level of ICT skills		✓
A practical approach to energy management		✓
PROFESSIONAL SKILLS		
Flexibility and desire to work as part of a team.	✓	
Good organisational skills in work-related matters.	✓	
Effective in communication	✓	
Ability to be flexible within a post that requires different skill sets on a daily basis.	✓	

PERSONAL QUALITIES		
An enthusiasm and desire to provide the best possible experience to the Gildredge House community	✓	
Strong interpersonal skills	✓	
A willingness to challenge yourself and achieve excellence	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	

Our mission: 'Aspire'

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 is extraordinarily hardworking and most importantly which makes sure each student reaches their full potential.

If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by **9.00am on the closing date indicated on the school website.**

We look forward to hearing from you.

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/>