

Cleaner

at Durham Sixth Form Centre

Applicant Information Pack

Start date: As soon as possible



Welcome

It is with great pleasure and enthusiasm that I extend a warm welcome to you from our academy trust.

Providence Learning Partnership is a new trust, initially established with Durham Sixth Form Centre who will be joined by Durham Mathematics School in the near future. Based in Durham City centre, Durham Mathematics School will be a specialist academy for A level mathematicians who also have a keen interest in physics and / or computer science. We continue to work very closely with the Department of Education and Durham University in realising DMS and look forward to making further announcements about it in the coming months.

Our academy trust is dedicated to empowering students to become lifelong learners, critical thinkers and compassionate leaders. We value:

- High quality, inspirational teaching and learning.
- Excellent support, care and guidance.
- Personal and professional integrity.
- Ambition and progress for our students, our communities and ourselves.

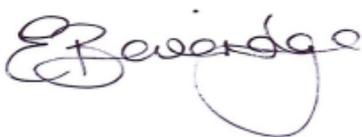
Together, we embark on a journey that prioritises academic achievement, nurtures talent, and promotes a holistic approach to education. Through collaboration, dedication, and a shared vision, we aspire to create an environment where every individual can thrive and reach their fullest potential. Our students are placed at the heart of our decision making which is reflected in our Vision:

1. Ensure the students within our trust continue to **achieve above the National Average** and are able to successfully progress as a result of the high quality, inspirational teaching and learning which we value.
2. Establish our academy trust with an emphasis on **wellness, resilience and challenge**, developing the skills needed to thrive in a dynamic, innovative and ever changing educational landscape.
3. Lead and champion excellence in post-16 education through extensive and sustainable **partnership networks**.

Our collective efforts continue to shape the future of our education provision, embracing diversity, inclusion, and the pursuit of knowledge. As a community, we value the input, creativity, and expertise of each member, understanding that it takes a collaborative effort to create an exceptional educational experience.

I encourage you to actively engage, share your ideas, and contribute your skills to our shared mission. Together, let us inspire, support, and empower one another, laying the foundation for a brighter tomorrow.

Once again, welcome to Providence Learning Partnership. I am excited about the possibilities that lie ahead and look forward to the incredible journey of growth and success that we will potentially undertake together.



Ellen Beveridge
Chief Executive



Dear Applicant,

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our academy.

Durham Sixth Form Centre is a large post-16 provider based in the North East of England, with approximately 1,800 students on roll. We are situated in the middle of Durham City centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 60 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1st and 2nd March 2017 and are delighted with the outcome. We are an 'outstanding' post-16 academy. Our students have an excellent record of success, which they work hard to achieve. Trends over time demonstrate the following headlines:

In academic qualifications:

- Progress (VA), when measured, has been consistently above the National Average (NA) and has continued to improve over time.
- A level average point score (APS) is significantly above the NA and in the top 12%.
- A level AAB grades are in the top third percentile nationally.

In applied general qualifications:

- Progress (VA) has been consistently above the NA.
- Progress (VA) has improved consistently and is ranked in the top 4% of schools and Academies nationally.
- Overall attainment (APS) is consistently above the NA.

Our award winning Careers, Progression and Aspirations team is renowned for their success in supporting students' progression achievements whether that be to competitive universities and courses, higher and degree apprenticeships, further study or employment.

We recently celebrated 110 years in education. We are housed in various buildings, often referred to as a mini university setting. Our site comprises a 1913 former girls' grammar school, which was converted to sixth form accommodation in 1983. In addition to the original building, there is now a science specific wing; a 200 seated theatre; our Hunter resource centre; visual arts centre and Freeman's Quay leisure centre. In 2019, we expanded further to include our digital media centre, which houses a grab-and-go café, conference facility, TV studio, small cinema room and additional classroom space. We also have a dedicated Art Gallery on site, the Dead Dog Gallery, with an ever changing exhibition and community programme in place.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Gold and Governor Mark among others. Our most recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

Our academy operates according to the Values of our trust which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre.

If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

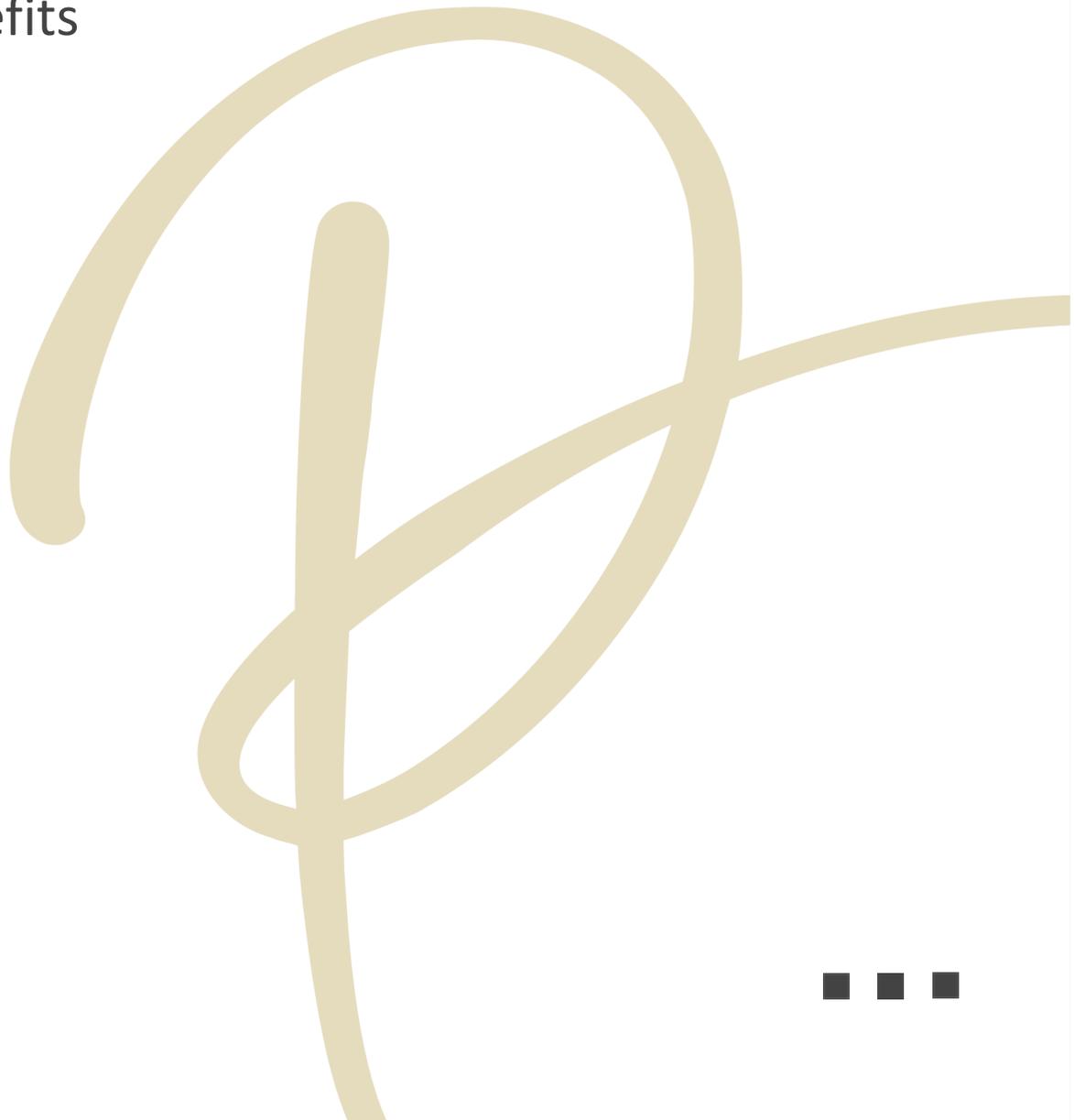
A handwritten signature in black ink, appearing to read 'Jo Lain'.

Jo Lain
Principal



Cleaner

- Vacancy (including application process)
- Job Description
- Person Specification
- Staff Benefits



Vacancy

Position:	Cleaner(s)
Hours of work:	10 hours per week (6.30am-8.30am or 3.30pm-5.30pm) or 12 hours per week (3.00pm-5.30pm)
Contract:	Term Time / Whole Time contract available
Salary:	Grade 1 SCP 3, £10.79 per hour
Start date:	As soon as possible

PLEASE NOTE: PREVIOUS APPLICANTS NEED NOT APPLY

Recruitment Dates

Application Closing Date: 10am 27th September 2024
Interview Date: Week commencing 30 September 2024

Advert

This is an exciting time to join Durham Sixth Form Centre; we are an oversubscribed post-16 institution; our results are significantly above National Averages; we are expanding our premises; we have gained external recognition and national awards for our work.

We know that the very best way to continue to provide outstanding education is to ensure our teaching staff and support staff are outstanding. With this in mind we wish to appoint an enthusiastic, hardworking and motivated cleaner to carry out cleaning duties to a high standard of cleanliness and hygiene throughout the school in support of teaching and learning in the organisation.

The Application Pack is available on our website <https://www.durhamsixthformcentre.org.uk/vacancies/>

Application Process

Applicants should submit the following information on, or before the closing date:

- A completed Application Form using the GoogleForm which can be found by clicking [APPLY NOW](#)
- A supporting Letter of Application of a maximum of no more than two sides of A4, which includes information **under the following titles:**
 1. Why are you interested in applying for the role?
 2. How would your skills meet the needs of the post?
 3. How would you best describe your personal qualities?
 4. What 'extra' would you bring to the role if appointed.

Note: The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

Additional Information

Providence Learning Partnership:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share in this commitment.
- Is an equal opportunity employer.
- Operates a strict no-smoking policy.

Job Description

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our academy which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the academy's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

Job Title:	Cleaner
Contract:	10 hours per week (6.30am-8.30am or 3.30pm-5.30pm) or 12 hours per week (3.00pm-5.30pm)
Scale:	Grade 1 SCP 3, £10.79 per hour
Responsible to:	Facilities Manager
Appraisal:	Facilities Manager

Summary of the Key Areas of Responsibility:

1. Carry out cleaning duties
2. Health and Safety Awareness
3. Awareness of security risks.

Key Areas of Responsibility	Brief Outline
1. Carry out cleaning duties	<ul style="list-style-type: none"> ● To undertake all cleaning duties as required ensuring all areas are maintained to the required standards of health and safety i.e: <ul style="list-style-type: none"> ○ To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy. ○ To clean all furniture and fittings including ledges, pipework and radiators. ○ To clean all sanitary fixtures and fittings including lavatories, wash room facilities, showers etc. ○ Carry out vacuuming in all carpeted areas ensuring correct use, carrying, storage and maintenance of the equipment. ○ Clean all other floor surfaces appropriately i.e. sweeping, mopping, polishing etc, ensuring health and safety hazard warning signs are used when required. ○ To use floor scrubbing machines when required, following correct operating procedures, cleaning and maintenance of the equipment. ● To participate in the whole school deep clean during school holidays as directed by the Cleaning Supervisor.
2. Health and Safety Awareness	<ul style="list-style-type: none"> ● To carry out cleaning duties in accordance with Health and Safety guidelines. ● To identify potential health hazards/risks in relation to cleaning and report them to the Cleaning Supervisor. ● To report any accidents to the Cleaning Supervisor and complete the relevant paperwork. ● To identify cleaning equipment for repair/obsolete to the Cleaning Supervisor. ● To report any machine not PAT tested to the Cleaning Supervisor. ● To promote and ensure health and safety of pupils, staff and visitors at all times. ● To ensure protective clothing is used at all times to ensure health and safety regulations are being met.
3. Awareness of Security Risks	<ul style="list-style-type: none"> ● To report to any senior member of staff of any unauthorised or suspicious personnel on site. ● Check all windows and doors are securely closed (and locked if appropriate) after cleaning. ● To report to the Cleaning Supervisor of any potential compromise of any sensitive information. ● to undertake any additional task that is appropriate to the scale through discussion with the Cleaning Supervisor or School Business Manager.
To uphold the professional standards of the academy.	<ul style="list-style-type: none"> ● To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all. ● To uphold and promote the values and the ethos of the academy.

	<ul style="list-style-type: none"> ● To implement and uphold the policies, procedures and codes of practice of the academy, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. ● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person ● Ensure the safety and security of the academy, its students, staff and visitors. ● Be fully committed to the academy's safeguarding policies and procedures, undertaking regular staff training and reporting concerns as appropriate in accordance with local authority guidelines. ● To have flexibility and adaptability as the role develops and support the work of the academy with events beyond the academy day e.g. Open Evenings with payment or TOIL. ● To undertake any reasonable task as directed by any senior member of staff. ● To undertake any additional task that is appropriate to the scale through discussion with the Cleaning Supervisor or School Business Manager.
Modelling	<ul style="list-style-type: none"> ● To model the values, ethos and vision of the academy in pursuit of excellence and equity, valuing individual achievement. ● To help build, communicate and implement a shared vision. ● To role model and actively promote high expectations for all members of the academy community through your role within the structure. ● To contribute to the efficient management of academy routines. ● To be an appraisal team member in line with academy policy. ● To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
Training/Qualifications	<ul style="list-style-type: none"> ● The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Principal or designated member of the Senior Leadership Team. ● Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the academy of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
Annual Leave	<ul style="list-style-type: none"> ● Annual leave entitlement will be in accordance with the Local Collective Agreement 2012. ● All leave must be approved by the School Business Manager ● Leave up to one week may be taken during term time. ● To enable the school to be closed during Christmas and New Year, employees are required to set aside 3 days leave to cover this period.
Additional Hours	<ul style="list-style-type: none"> ● In the event where the Principal requests additional hours to be worked over and above the contractual hours of 37 per week, TOIL will be given at a flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the School Business Manager.

Working directives may be subject to change to facilitate Open Evenings, Parent Consultation Evenings etc. The Facilities Manager will work in close conjunction with the Cleaning Supervisor to organise appropriate cleaning requirements and to the redistribution of cleaning hours not required on those occasions.

HOLIDAY WORKING

The Cleaning Supervisor under the direction of the Facilities Manager will be expected to arrange the hours and duties of all the cleaners to ensure a high level of deep cleaning is carried out in all areas during the holiday period.

Cleaners may block their cleaning hours to work full days rather than 5 part days. Cleaners working continuously for 6 hours or more are required to take an unpaid 20 minute break during their shift but which must not be taken at either the beginning or end of their shift in accordance with the Employment Regulations

Cleaners will be directed as to the days they are required to work during the holiday week/s. This may not necessarily be the same every week. The Facilities Manager will work with the Cleaning Supervisor to ensure working directives are given in a reasonable period of time to allow individuals to plan accordingly.

Cleaners may take one paid ten minute break when their hours exceed 4 continuous hours (this may be added to their lunch break (see above).

Person Specification		Essential	Desirable
Qualifications and training			
1.	No specific educational qualifications are required but basic numeracy and literacy skills should be demonstrated.	✓	
2.	First Aid experience		✓
Role specific experience and knowledge			
3.	Experience of general cleaning activities (mopping, cleaning, dusting, vacuuming, window cleaning)	✓	
4.	Experience of using heavier cleaning equipment (buffers, carpet cleaners etc) safely. Training can be given.		✓
5.	Experience of working within an educational environment		✓
6.	Knowledge of Health and Safety issues (General) and Control of Substances Hazardous to Health (COSHH).		✓
7.	Able to undertake a range of manual cleaning activities (training can be given)		✓
8.	Basic knowledge of cleaning chemicals, including their safe use and storage		✓
Skills			
9.	Ability to maintain high standards of cleanliness in accordance with specified rotas.	✓	
10.	Self-motivated and able to use own initiative.	✓	
11.	Ability to integrate into a team environment.	✓	
12.	Communication skills with adults and students	✓	
Personal Qualities			
13.	Clean and smart appearance.	✓	
14.	Be able to work within a team and or work alone and recognising the importance of cleaning the school	✓	
15.	Safety awareness to self and others	✓	
16.	Able to work to own initiative and deal with unexpected problems including the willing to cover for absent colleagues when required.	✓	
17.	Exemplary health, attendance and punctuality.	✓	
Commitment, equalities and safer recruitment			
18.	Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.	✓	
19.	Promote and safeguard, at all times, the welfare of children and young adults.	✓	
20.	Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	✓	
21.	Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues.	✓	

Staff Benefits

Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).

National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.

Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.

City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.

Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.

Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.

Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.

Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.

Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.

Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers, discounted gym membership and cycle to work schemes.



Durham Sixth Form Centre is part of Providence Learning Partnership which is a company limited by guarantee [Companies House Number: 11652271] and an exempt charity registered in England and Wales.