

# INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



## INTRODUCTION

Application for the Post of: Cleaner

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **5p.m. Tuesday 17th December 2024.**

Included in this pack is some information about the Cleaning Department, an outline job description and a person specification.

You will also find a link to the following form which needs to be completed and submitted to the College:

Application Form (please do not replace with your CV)

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Jenny Anderson

H.R. Manager

#MakeItHappen

[www.wyke.ac.uk](http://www.wyke.ac.uk)

# WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2400 students and around 220 members of staff. We offer a wide range of A Level courses as well as some highly successful Vocational courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or Vocational is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

# WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Employee Assistance Programme— which includes access to GP appointments, counselling and legal advice
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips

# THE CLEANING DEPARTMENT AT WYKE SIXTH FORM COLLEGE

Wyke is a well subscribed, highly successful Sixth Form College with an outstanding reputation. We teach mainly 16-18 year old students from Hull, the East Riding and further afield.

We require a Cleaner to work alongside an experienced and reliable team of cleaners who work with best interests of our College and students at heart. You will normally be responsible for a set area although some flexibility will be required. We currently have 5 modern buildings housing around 2000 students & 200 staff. Duties for this role involve the full range of cleaning tasks.

The successful candidates will have high standards and a positive attitude to their role. They will be happy to work independently and also be able to work with others when needed.



# JOB DESCRIPTION

Job Title :	Cleaner
Postholder's name:	
Reporting to :	Cleaning Supervisor
Member of:	Estates Team
Overall Purpose:	To provide and maintain a safe, hygienic and hazard free college through effective and efficient cleaning of the college estate; as directed by the Cleaning Supervisor and or the Head of Estates.
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.
<b>Key Duties</b>	
Key Duties:	<ul style="list-style-type: none"> <li>• General cleaning duties to the fixtures, fittings and internal fabric of the building which may include: emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; machine scrubbing and drying; buffing; suction cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning (W.C.s, urinals, hand-basins, baths, showers) all in accordance with BICS regulations.</li> <li>• Specialist cleaning tasks may include: carpet cleaning; upholstery cleaning; removal of stains, chewing gum and graffiti, etc; descaling sanitary appliances.</li> <li>• Operation of domestic and industrial cleaning equipment and materials.</li> <li>• Keep cleaning equipment and storage areas in a clean and safe and secure condition.</li> <li>• Replenish hygiene requisites as appropriate.</li> <li>• Inform Cleaning Supervisor and Premises Staff of faults, damage and vandalism or any issue that may hinder the cleaning process.</li> <li>• Close and secure doors and windows as appropriate.</li> <li>• Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</li> <li>• Duties may vary between term and non-term time.</li> <li>• Undertake all appropriate CPD training and comply with the terms of the Health and Safety at Work Act 1974 as laid down within such training.</li> </ul>
Other Duties:	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.

# PERSON SPECIFICATION

Essential qualities	Desirable qualities
Awareness of Health and Safety requirements as related to cleaning in a school environment.	Understanding of how to assess risks and work safely in an educational environment.
Understanding of how to operate the equipment used for cleaning across the site.	Knowledge of COSHH.
Understanding of and commitment to, the safeguarding of students.	Basic knowledge of the safe use of chemicals and equipment.
Experience of cleaning - domestic or commercial.	Experience of working successfully as part of a team.
Self-motivated approach to work, with excellent timekeeping.	Experience of cleaning in a College, or other similar working environment.
Able to follow instructions and work within procedures and guidelines as required.	Experience of deep cleaning.
Effective and positive communication skills.	
Reliability and dependability.	
Flexible and proactive approach to work.	

## FURTHER INFORMATION CONTACT

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**Wyke**  
SIXTH FORM COLLEGE

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