



CLEANERS

Recruitment Pack 2024





Thank you for your interest in this role.

Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich & inspirational curriculum, and a caring & supportive ethos to provide the best education we can for our wonderful students. We also like to think we are a great place to work, and Ofsted agreed. (*“Staff are happy and proud to work at the school. Leaders are considerate of staff’s workload and well-being”* OFSTED, 2022)

The school has been proud to serve the thriving community of Belper and surrounding villages for over 50 years. Belper in Derbyshire is on the edge of the Peak District with good road and rail links to other parts of the country. It is situated in the Derwent Valley World Heritage Site and has previously won the Best High Street and Market Town in the UK award. Belper has a creative and inclusive community and hosts an annual arts festival and a very popular Pride event.

Our vision is encapsulated in the phrase **“Create Your Future. Be who you are and become who you aspire to be”** and this vision guides our educational direction. We want to provide our students with the qualifications, knowledge, and skills they need to have happy and successful lives. We know that our students leave Belper well prepared to thrive as adults and we are proud of what our alumni achieve; from international athletes, to space engineers, from creative professionals, to self-employed entrepreneurs and much, much more. To provide the best education we can, we understand how important it is to recruit, retain and invest in our staff. We see our school as one community of families, students, teaching staff, support staff, leadership staff, and governors all working together.

We prioritise staff wellbeing and understand how this links to our staff retention remaining high. The Senior Leadership Team are always visible in school, working hard to bring out the best in our staff. We have a strong and committed governing body who take their roles and responsibilities seriously.

Belper School and Sixth Form Centre is a lively and successful school of just under 1200 students including 150 Sixth Formers. It has been a Foundation School since 1998 and is now in the early stages of applying to join the Embark Federation.

At Belper School we believe passionately in an inclusive approach to education and in promoting the personal development of every student. We have a distinctive ethos, which marks us out from many other schools. While we value academic achievement and strong exam results, we also believe it is our duty to create responsible citizens for the future. Self-respect and respect for others are central to that belief.

We keep the students at the school central to the decisions we make. Visitors often comment on the very positive feel of the school. Their conduct in lessons and around the site is excellent. (*“Lessons are calm and orderly”* OFSTED, 2022) Belper is a school where teachers can truly focus on teaching.



ABOUT OUR SCHOOL

Belper School & Sixth Form Centre is a popular and high achieving foundation school at the heart of the picturesque Derbyshire town of Belper. We have 1200 students on roll with 150 in the sixth form and employ over 170 staff.

- Belper School is a non-uniform school and students address teachers by their first names. This is an important part of our ethos.
- We are a very friendly school with a positive atmosphere, and we work hard to ensure that every child feels valued and respected. *“There are positive relationships between staff and pupils. Pupils are happy at school.”* (OFSTED, 2022).
- The foundation of our school is our caring and supportive highly inclusive ethos. *“Belper School and Sixth Form Centre is an inclusive school ... Pupils can ‘be who they are’ and have their own identity”* (OFSTED, 2019).
- Our students are exceptionally understanding. *“Pupils are kind and considerate. They accept others’ differences”* (OFSTED, 2019).
- We provide a very broad and inspirational personal development and enrichment curriculum *“Leaders have developed a well thought out programme for pupils’ personal development. ... Pupils value the range of activities that the school offers”* (OFSTED, 2022).
- We have a wide range of academic courses *“Curriculum plans in the sixth form are well developed and the work that teachers set is demanding”* (OFSTED, 2022).
- Our pupils mostly achieve strong examination results although a small minority have struggled since Covid with their attendance due to health concerns. The school was ranked in the top 10 schools in Derbyshire at KS4 for EM5+ in 2023. *“Leaders have high expectations of all students in the sixth form. Students say that teachers want the best for them.”* (OFSTED, 2022).
- Improving teaching and learning is central to our mission to be the best school we can possibly be. *“Leaders have a sharp focus on improving the curriculum. In most subjects, curriculum plans are ambitious and well thought out.”* (OFSTED, 2022).
- We see ourselves as being at the centre of the local community and have strong links with other local schools and organisations. We also strive to maintain excellent relationships with the families of our students.
- Well over 80% of the pupils from our main feeder schools typically choose to come to us in Year 7 and we are usually oversubscribed which facilitates the building of very strong links with Key Stage 2.



THE ROLE

We are looking for cleaners to join our dedicated team of premises staff. The role involves providing a variety of cleaning duties to a high standard to help ensure that all areas of the school are clean, healthy, attractive and safe for students, staff and visitors.

Hours: 5 days per week, 15 hours per week, 38 weeks per annum
(Term time only 3.15pm - 6.15pm)

15 Hour Contract Salary: Grade 3 £7,581 per annum
(Based on Grade 3 £11.59 per hour)

Payment includes annual leave and bank holiday entitlements

Appointment Type: Permanent

Relief work or 10 hour per week term time contracts may also be available for suitable candidates.
Hours for 10 hour per week contracts are 4:15pm - 6.15pm

HOW TO APPLY

Applications can be made via the TES `Quick Apply link` or via the Derbyshire County Council online jobs page. Please use the personal/supporting statement section to write your letter of application. You should detail your experience and reasons for applying with the application form.

Role Type: Permanent - (Relief posts are also available to cover sickness and other events)

Start Date: As soon as possible following pre-employment checks

Closing date: Wednesday 25 September 2024

(Early applications are encouraged. Applications will be reviewed periodically and interviews will be held on a rolling basis. Shortlisted candidates will be contacted by email. Should a successful appointment be made, we reserve the right to close this advert at any time)

Belper School and Sixth Form Centre are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.



Post title:	Cleaner
Grade:	Grade 3
Job Family:	Construction and Maintenance
Responsible to:	School Business Officer for Site and Services
Hours of work:	15 hours per week Monday: 3.15pm – 6.15pm Tuesday: 3.15pm – 6.15pm Wednesday: 3.15pm – 6.15pm Thursday: 3.15pm – 6.15pm Friday: 3.15pm – 6.15pm
Weeks of contract:	38 weeks per annum (term time only)
Flexible working:	Flexible working is not available in this post

Role Description

Purpose of the Post

- To provide routine practical cleaning and related support activities to ensure that all areas of the school are clean, healthy and safe for students, staff and visitors
- To assist with the cleaning of the school so that standards of cleanliness and appearance are maintained to the satisfaction of the Headteacher

Key Tasks and Responsibilities

1. To empty waste bins or similar receptacles
2. To sweep floors with brushes or impregnated mop-sweepers and to mop with wet or damp-mops (using associated equipment)
3. To vacuum carpeted areas and to 'spot' clean carpets
4. To use electrically powered scrubbing/polishing machines to burnish, scrub and polish floors, after receiving proper instruction from Cleaning Supervisor, Site Supervisor or line manager)
5. To use electrically powered pick-up machines
6. To dust, wipe, wash or polish as necessary – furniture, ledges, windowsills, (external surfaces of) cupboards, radiators, shelves and fitments
7. To replenish consumable items (soap, toilet rolls, paper-towels)

8. To clean toilets, urinals, hand-basins and sinks
9. To use school approved chemical agents in the discharge of cleaning operations or maintenance procedures
10. To undertake wall washing or inside windowpane cleaning to a height no greater than body-height plus an arm's extension from floor level
11. If employed in food technology areas, to clean cookers and work surface areas
12. To receive training as required, including working at height, operation of tools and machines, safe use of chemicals and substances, and school-specific procedures such as safeguarding
13. To have an awareness of the needs of different service users
14. To work co-operatively with the Cleaning Supervisor to enable efficient and effective teamwork and the best possible use of staff and resources to achieve a clean, healthy and safe environment
15. To carry out any other reasonable duties within the overall function of the post

Cleaners will be allocated work-areas. These areas are to be cleaned as directed by the line manager. The location of cleaning areas may need to be changed to meet the needs of the school. Cleaners can be required to work alone or in teams. Cleaners are not necessarily appointed to a specific location within the establishment.

Line management or supervisory responsibilities (if applicable)

- None but may be required to assist in basic training or induction of new colleagues

Supervision received (if applicable)

- Work standards monitored by Cleaning Supervisor who reports to the Site Supervisor(s) on duty
- Line manager is the School Business Officer for Site and Services

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines

- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

A – application form R- references I – interview T - task

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Experience of working in a cleaning role ▪ Ability to carry out routine cleaning tasks in accordance with recognised practice ▪ Ability to operate cleaning tools and equipment including electrically powered machines (after receiving training) ▪ Knowledge of Health and Safety requirements including COSHH ▪ Knowledge of use of cleaning materials for specific tasks ▪ Ability to communicate effectively ▪ Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>ARI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Ability to remain calm in all situations ▪ Good attention to detail ▪ Ability to work systematically ▪ Takes care and pride in all tasks given ▪ Integrity, showing trustworthiness ▪ Patient, tactful and approachable ▪ Ability to work co-operatively and flexibly as part of a team ▪ Fosters good working relationships ▪ Aware of the different needs of different service users 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>RI</p> <p>RI</p> <p>RI</p> <p>RI</p> <p>RI</p> <p>ARI</p> <p>ARI</p> <p>RI</p> <p>ARI</p>

▪ Committed to good health and safety practice	E	RI
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Qualifications	Essential / Desirable	Evidence
▪ Grade 4 (C) or above in GCSE Maths or equivalent	D	ARI
▪ Grade (C) or above in GCSE English or equivalent	D	ARI

Corporate Competencies	Essential / Desirable	Evidence
• General knowledge and understanding of the requirements of a school environment	E	ARI
• Ability to relate to students aged 11 to 18	E	ARI
• Punctuality and reliability	E	ARI
• Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area	E	ARI
• Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area	E	ARI
• Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area	E	ARI
• Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area	E	ARI
• Understanding of the need for confidentiality and knowledge of data protection principles	E	ARI