



Applications Pack for the position:

Cleaner

Monday 6th November 2023



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 school.

Durham Sixth Form Centre is the largest post-16 school 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 50 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 school. Our students have an excellent record of success, which they work hard to achieve. Trends over time in successive years in which formal examinations took place (2017, 2018, 2019) demonstrate the following headlines:

In academic qualifications:

- Progress (VA) has been consistently above the National Average (NA) and has continued to improve over time.
- We ranked in the top 20% of schools and colleges nationally and this is consistent over time.
- Overall attainment (APE) is consistently above the NA and continues to improve over time.

In applied general qualifications:

- Progress (VA) has been consistently above the NA.
- Progress (VA) rankings improved consistently from 2017-2019. By 2019, progress in applied general qualifications had improved from being above average to well above average, ranking us in the top 5% of schools and colleges nationally.
- Overall attainment (APE) 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 are celebrating 110 years in education this summer. 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 210 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 will formally open our new art gallery this summer as part of our ongoing celebrations.

We are currently on a journey towards establishing our own Multi Academy Trust with Durham Mathematics School. Based in Durham City centre, this new school will be a specialist school 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 and look forward to making further announcements about Durham Mathematics School in the coming months.

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 school operates according to values which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre. 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.

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.

Ellen Beveridge
Headteacher

Advertised Post and Application Information

Position: Cleaner(s)
Hours of work: 10 hours per week (06.30 - 08.30am) or
12.5 hours per week (3.00pm - 5.30pm) or
10 hours per week (3.30pm - 5.30pm)
Contract: Term Time / Whole Time contract available
Salary: Grade 1 SCP 3, £10.79 per hour
Start date: Monday 6th November 2023

Recruitment Dates

Application Closing Date: 10am, Thursday 12th October 2023
Interview Date(s): TBC

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:

1. A completed Application Form using the GoogleForm which can be found by clicking **APPLY NOW** in the Current Vacancies section of the school website.
2. A supporting Letter of Application of a maximum of two sides of A4, which includes information under the following titles:
 - Why are you interested in applying for the role?
 - How would your skills meet the needs of the post?
 - How would you best describe your behaviour traits?
 - 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

Durham Sixth Form Centre:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is an equal opportunity employer.
- Is currently a Local Authority Maintained school although the school has an Academy Order to academise.
- Operates a strict no-smoking policy.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

Job Description

SUPPORT STAFF

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 school which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the school’s Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

Cleaner

Contract: Casual
Scale: Grade 1 SCP 3, £10.79 per hour
Responsible to: 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.
In addition	<ul style="list-style-type: none"> ● 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 School 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 School community through your role within the structure. ● To contribute to the efficient management of School routines. ● To be an appraisal team member in line with School 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 Headteacher. ● Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school 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 Headteacher requests additional hours to be worked over and above the contractual hours of 37per week, TOIL will be given at 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

SUPPORT STAFF

	Essential	Desirable
No specific educational qualifications are required but basic numeracy and literacy skills should be demonstrated.	✓	
Experience of general cleaning activities (mopping, cleaning, dusting, vacuuming, window cleaning)	✓	
Experience of using heavier cleaning equipment (buffers, carpet cleaners etc) safely. Training can be given.		✓
Experience of working within an educational environment		✓
First Aid experience (not necessary)		✓
Knowledge of Health and Safety issues (General) and Control of Substances Hazardous to Health (COSHH).	✓	
Knowledge of manual handling techniques (training can be given)		✓
Able to undertake a range of manual cleaning activities (training can be given)		✓
Basic knowledge of cleaning chemicals, including their safe use and storage		✓
Ability to maintain high standards of cleanliness in accordance with specified rotas.	✓	
Self-motivated and able to use own initiative.	✓	
Ability to integrate into a team environment.	✓	
Communication skills with adults and students	✓	
Time management	✓	
Clean and smart appearance.	✓	
Be able to work within a team and or work alone	✓	
Safety awareness to self and others	✓	
Able to work to own initiative and deal with unexpected problems	✓	
To be reliable and flexible	✓	
Recognise the importance of cleaning the school	✓	
Willing to cover for absent colleagues when required.	✓	
Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.	✓	
Equalities and Safer Recruitment		
Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	✓	
Ability to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children, young people and colleagues.	✓	
Ability to demonstrate emotional resilience (and distance where appropriate) in working with challenging behaviours or sensitive situations.	✓	