

APPLICATION PACK

Cleaner

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May 2024

April 2024



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About Priestley College

Priestley College is a founder member of The Challenge Academy Trust (TCAT) which currently consists of 9 schools and the College, working together to deliver a cohesive education pathway from primary through to sixth form.

We are an inclusive college with a consistent record of high achievement. We offer around 70 A-Level and Vocational courses and we are a college of several firsts.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

In September 2020, Priestley was chosen to be among the first tranche of colleges to provide T-Levels. In the same year our rugby academy became the first in the UK to receive 'dual status' as both boys and girls were excelling.

In its most recent OFSTED report the College was praised by inspectors who said 'teachers ensure students develop the skills and knowledge they need to be successful in their qualifications and in their working life'.

In 2021 Priestley retained its matrix accreditation after an inspection found the quality of advice and guidance it provided met the internationally-recognised standard.

There are now over 2000 students at Priestley with the latest investment a £1.5M technology centre that boasts more than 200 computers. The Crescent Building has also been extended to provide extra café and study space whilst the Performing Arts facilities have been modernised. More than £15M has been invested in the campus since 1999 on projects including the Learning Resource Centre and an all-weather sports pitch.

Priestley's growth in numbers has also gone hand in hand with increasing the range and scope of provision as well as significant improvements in quality.

By responding to student demand and national curriculum development, we have been able to broaden the choice by offering new curriculum lines.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

The College's goal will always be to inspire, challenge and support its students to ensure they reach their full potential.



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About the Post and How to Apply

The Challenge Academy Trust (TCAT) is seeking to appoint a Cleaner to be based at Priestley College.

Responsible to: The Cleaning Supervisor

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Working Arrangements: Part-time/ Permanent- Various shifts available

Various contracts available within term-time plus 3 weeks additional "wash-off" hours over the year out of term time.

Start Date: ASAP following successful pre-employment checks including DBS check (*or a check against the DBS Update Service*)

Salary: Actual pro-rata salary for 10 hours/ term-time would be £5,536 per annum. Based on a full-time equivalent salary of £22,312 per annum.

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon, 13th May 2024.

Interviews: Interviews are expected to be held as soon as possible after the closing date.

If you have any queries or feel you do not have all the information you need to apply for the post, please contact the HR Department hr@priestley.ac.uk or telephone **01925 624460**

Application Process:

The application form is in word format and **should be downloaded to your pc and saved**, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to the **HR Department, Priestley College Loushers Lane, Warrington, WA4 6RD**. Incomplete applications will not be considered.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention

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and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.



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Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

Job Description: Cleaner

This Job Description gives an indication of tasks to be performed within a specific area.

Job Purpose: To undertake normally, as part of team, the cleaning of designated areas within the College premises to ensure that they are kept in a clean and hygienic condition. Duties will include but are not limited to cleaning, washing, sweeping, emptying litter-bins, polishing and dusting of designated areas, use of a buffing machine, cleaning toilets, and fixtures and fittings.

Duties may vary between term-time and closure periods.

Responsible to: The Cleaning Supervisor

Key Tasks

- To carry out cleaning duties, as instructed by the Cleaning Supervisor, for the number of hours allocated per week, in accordance with agreed cleaning frequencies and standards. The times of day at which duties are carried out may be subject to change depending on the requirements of the College
- To work in any area of the campus as required
- To use any machinery or other equipment supplied by the College
- To report any machinery/equipment defects to the Cleaning Supervisor
- To ensure that all equipment is left in a clean condition at completion of duty
- To ensure that all equipment and cleaning materials are used and stored in accordance with the manufacturer's instructions

Other Tasks

- To carry out all other duties which are in accordance with the purpose and grade of the post, as agreed with the Business and Operations Manager

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Person Specification: Cleaner

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the College
- Priestley College's Mission Statement

	Essential	Desirable	Identified by
Relevant Experience			Application Interview References Certificates
Experience of cleaning	✓		
Experience of working in an educational establishment		✓	
Education and Training			
Excellent organisational skills	✓		
Awareness of relevant H&S regulations	✓		
Willingness to undertake further training as appropriate		✓	
Knowledge and Abilities			
Ability to work independently and/or as part of a team	✓		
Ability to use a computer		✓	
Willingness to become a First Aider if required		✓	
Personal Qualities			
A customer service focus	✓		
Flexible approach to work	✓		
Honesty	✓		
Reliable	✓		
Safeguarding			DBS Certificate
Suitable to work with children and young adults and/or vulnerable adults	✓		
Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if	✓		