

Hills Road Sixth Form College, Cambridge

Appointment of Part Time Cleaners



Opportunity • Quality • Achievement



Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether our College is right for your next career step. We hope it is!

Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for outcomes since their inception over twenty years ago. But that doesn't make us complacent. We still want to evaluate and improve the ways in which we work with young people to get the best for them and from them, whatever that might take.



We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team whatever their role in the College and we are keen to recruit colleagues for whom excellence comes as standard. We also want you to continue to grow professionally while you are with us and will explore with you ways in which we can support that development. Through the application and interview process, we'll be keen to understand your ideas and approaches to supporting delivery of the best educational outcomes at this specialist A level college.

As a busy, vibrant community of almost 2,300 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership and our staff wellbeing programme includes access to on-site talking therapy, meditation and fitness sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump
Principal



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Cambridge

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Part Time Cleaners needed – 2 permanent positions

Closing date for applications: not applicable

Interviews: flexible by arrangement

- Evening Cleaner (Student Zone, Music, Psychology) - 15 hours per week/3 hours per day from 4.00pm to 7.00pm – College term time only - £7.68 per hour, increasing to £8.06 after 6 months and £8.20 after 12 months in post
- Evening Cleaner (Science Building) – 15 hours per week/3 hours per day from 4.00pm to 7.00pm – College term time only - £7.68 per hour, increasing to £8.06 after 6 months and £8.20 after 12 months in post

What does 'term time only' mean? Please note that for term time only positions you will be paid 45 weeks per annum inclusive of 6 weeks paid holiday. One twelfth of your annual salary will be paid monthly by credit transfer to your nominated bank account.

Hills Road Sixth Form College is looking for cleaners to join its small, friendly cleaning team. Applicants need to be hardworking, reliable and trustworthy. Previous cleaning experience is preferred but not essential, as full training will be provided.

Benefits include:

- Competitive pay – starting on £7.68 per hour, rising to £8.20 after 12 months
- Training and all equipment provided
- Uniform provided
- Local Government Pension Scheme available
- Range of employee benefits, including free use of gym & sports centre
- Friendly and supportive working environment; Hills Road is a great place to work

The successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, paid for by the College.

For further information about this post, please contact Dave Merritt, Estates Manager, on 01223 278036, or email dmerritt@hillsroad.ac.uk



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ESTATES DEPARTMENT – CLEANER

The Cleaning Team

The Cleaning Team provides the necessary cleaning support to enable the College to carry out its core function of teaching and learning. The main cleaning of the College is carried out during the early morning, before students and staff arrive, and afternoon/early evening, between the departure of the daytime students and before the extensive evening activities commence.

The College is busy both during term time and during holidays. As well as the normal 2200 daytime students (aged 16-19) the College runs an Adult Education (AE) programme with around 5000 annual enrolments (mainly term time only), and is also an Open University (OU) study centre. AE classes are run Monday to Friday evenings with OU coming in regularly on Saturdays, and AE having the occasional Saturday School during the year. There are also various other meetings, events and lettings which take place mainly in the evening but also during the day in holiday periods when, for example, a language school is in residence.

Training will be given in equipment operation and Health and Safety. On-site car parking may be available during hours of work.

The Staff

The Estates Manager – responsible for the overall estates provision, line manages the Caretakers, Cleaners and Estates Administrator. The Estates Manager is also the budget holder, and deals with major building developments and policy, and the day-to-day operation of the College.

The Estates Administrator – responsible for College lettings, issuing of keys to staff, registration of staff car parking, and assisting as necessary with estates and personnel matters.

Gardener – responsible for the maintenance of the College gardens reporting to the Estates Manager but may assist Caretakers, Cleaners and the Groundsman in the performance of their duties with the agreement of the Estates Manager.

Caretakers – responsible for locking and unlocking the site, delivering goods to departments from the Bursary, preparation for events and functions (AE classes for example) by setting up furniture/equipment, provision of first aid cover in the evenings, acting as the Designated Person after normal working hours and carrying out maintenance and repairs under the supervision of the Estates Manager.

The Post

The successful applicant for the post of **Cleaner** will need to be capable of working as part of a team or alone. Reliability, common sense, patience, an eye for detail and taking pride in your work together with physical fitness (the job can be hard work) are all necessary for this job.

Dave Merritt
Estates Manager



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JOB DESCRIPTION

Cleaner

Reporting to: Estates Manager

Purpose: To carry out cleaning duties as part of a small team of cleaners

Main Responsibilities:

- Cleaning the College facilities to a standard as per the Estates Manager's instructions, specifications and procedures
- Operating the supplied cleaning machines and tools
- Such other interior and exterior cleaning and other tasks as may from time to time be necessary, within the broad remit of the job, as determined by the Estates Manager
- To promote equality of opportunity in accordance with the College's Equality and Diversity Statement
- To comply with all College policies and procedures.
This includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
 - equality and diversity
 - safeguarding the welfare of children
 - health and safety

The nature of all jobs in the College will be reviewed from time to time.

In return, the College can offer the opportunity to work with committed and talented colleagues in a stimulating and positive environment.



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PERSON SPECIFICATION – CLEANER

| | Essential | Desirable | Evidence |
|------------------------------------|--|--|--|
| Qualifications and training | <ul style="list-style-type: none"> None required as training will be provided | <ul style="list-style-type: none"> Any previous cleaning-related training or qualification | Application form |
| Experience | <ul style="list-style-type: none"> None required as training will be provided | <ul style="list-style-type: none"> Previous experience of cleaning, particularly toilets and in commercial, education and/or office buildings | Letter of application References Interview |

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas:

| | | |
|---------------------------------|---|--|
| Skills | <ul style="list-style-type: none"> Strong practical skills Ability and willingness to learn to use a range of electrical and manual cleaning equipment A keen eye for detail, and a commitment to the maintenance of a pleasing environment | Letter of application/ References/ Interview |
| Knowledge | <ul style="list-style-type: none"> Knowledge of cleaning methods and equipment would be useful | |
| Organisation | <ul style="list-style-type: none"> A high level of reliability An ability to carry out tasks promptly and without direct supervision A willingness to tackle problems and show initiative | |
| Disposition and approach | <ul style="list-style-type: none"> Physically robust – the job of Cleaner is physically demanding Commitment to working as part of a team Helpful and approachable Ability to respond flexibly and positively to changing workloads and cleaning challenges Ability to work methodically and to remain calm under pressure | |
| Focus on quality | <ul style="list-style-type: none"> Commitment to high standards of work and accuracy, with strong attention to detail. Commitment to the aim of the College to achieve Quality and Value for Money in all aspects of its work Commitment to continuous improvement and willingness to attend appropriate training and development events | |



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How to Apply for the Post of Cleaner

Applicants are asked to do the following:

- complete the Hills Road Sixth Form College application form
- complete the equality and diversity monitoring form
- write a supporting letter of application

The completed application form should be submitted via the TES Portal site. All documents should be submitted as soon as possible.

Interview date: flexible

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Further information/accessibility map' and also from 'DisabledGo': www.disabledgo.info.

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College please either go to our website <http://www.hillsroad.ac.uk> or see more information on the TES Portal.

Human Resources

Overview of the College

The College

The College operates on an attractive site just over a mile south of the centre of the historic city of Cambridge. The site has been occupied from 1903 when it was originally home to the Cambridge and County School for Boys. Since its inception in 1974, succeeding the former boys' grammar school, the College has concentrated mainly on providing advanced level courses to students in the Cambridge area. Having responded to strong and sustained demand for places over a number of years we now have approaching 2,300 full-time 16-19 students for whom we provide a choice of 34 A level subjects, the Extended Project Qualification, an extensive programme of enrichment and extra-curricular activities and responsive individual support and guidance. The breadth, depth and challenge of this curriculum are at the heart of our long-standing educational vision.

The College is a member of the Cambridge Area 14-19 Partnership: there are ten other centres for post-16 education: Cambridge Regional College, Long Road Sixth Form College, The College of West Anglia, UTC Cambridge and six school sixth forms. The Cambridge Area 14-19 Partnership provides a common application procedure for post-16 courses and co-ordinates the information and guidance services for student transfer at 16+. The great majority of our full-time sixth form students are recruited from 18 maintained secondary comprehensive schools in the Cambridge area, 12 of which do not have their own sixth form.

We deliver an Adult Education programme, mainly during evenings and some weekends. The number of part-time adult student enrolments is around 3,500 a year. The range of courses reflects the needs of a much wider community in Cambridge and the surrounding area. The College is also a study centre for the Open University.

The Hills Road Sports and Tennis Centre is solely owned by the College and operates as Cantabrigian Ltd. While providing an outstanding facility for staff and students of the College, it also serves as a community sports centre working in partnership with Cambridge City Council and the Lawn Tennis Association. Local residents use the centre on a pay-as-you-play basis or via the membership scheme. Activities range from tennis and fitness room sessions to squash, cricket and Pilates.

College Performance

Hills Road Sixth Form College enjoys a national reputation for excellence and, in its last two Ofsted inspections, was rated outstanding in all graded areas.

A Summary of the College's Performance

- In the Government's examination performance table for 'points per examination entry', the College has consistently posted the highest score of any sixth form college in the country.

- In recent years the tables have included the percentage of students achieving at least AAB at A level in at least two of the Russell Group's 'facilitating subjects'. Year on year Hills Road has recorded the strongest sixth form college percentage
- Retention and success rates also remain high, with 96.5% of those enrolled on a two-year course in 2014 going on to achieve the equivalent of at least two A level passes in 2016.
- Value added continues to be positive overall indicating that, on average, Hills Road Students achieve better results than might have been expected based on their prior GCSE outcomes.
- Typically, over 90% of Hills Road students progress to higher education with significant numbers going to the most sought after universities (including 67 earning places to Oxford and Cambridge in 2016).
- Hills Road students consistently thrive in higher education with 35% earning first class honours degrees in 2016 according to the latest Sixth Form College Association report which is based on HESA data.
- Hills Road was shortlisted in 2017 as a finalist in the TES 'sixth form college of the year' award.

Exam Results 2016

The 2016 A Level results are very similar to the typical, strong level in recent years and are likely to translate into another good performance in the Government's league tables:

- this year's proportion of A*-A grades is 48.7%
- the proportion of A* grades is 16.2%
- the A*-C grade rate is 92.8%
- the A*-E pass rate is 99.5%.

L6 AS results are also similar to the typical, strong level in recent years:

- the A-C grade rate is 83.8%
- the A-E pass rate is 97.6%.

College Ethos

At Hills Road we are strongly committed to providing our students with a broad sixth form education characterised by academic excellence, high quality learning experiences and extensive enrichment opportunities. Students are encouraged to achieve the highest standards not only in the classroom but also in a range of extra-curricular activities which help them to develop new skills, think independently and exercise their responsibilities as global citizens. We seek to promote a caring and supportive atmosphere with a strong sense of community in which all students are valued equally as individuals and treated as young adults.

From teaching and tutorial departments to administrative and support functions, Hills Road staff are deployed within specialist teams where their expertise, knowledge and skills may be used to best effect: each student has a specialist

tutor with whom s/he meets regularly; subject departments offer lunchtime workshops where students can receive one-to-one support with homework queries or extension work; help with all aspects of learning, from essay writing to time management, is available from the specialist team in the Study Skills Department; and the Careers Department advises students on the world outside and beyond Hills Road, from work experience to UCAS applications. A Student Services Team has recently been created to respond to all manner of student need and to ensure a qualified staff member is available throughout the College day to respond to student concerns in respect of wellbeing and mental health.

Specialisation brings considerable benefits to staff as well as to students: not only does it have a significant impact on the quality of teaching, support and guidance, but it also helps to enrich working relationships and to promote a culture of learning and continuous improvement. Teams are encouraged to work in creative and collaborative ways and to reflect on their own and each other's performance.

College Facilities

Throughout our history the buildings have been extended and refurbished to meet changing needs. All lessons take place in high quality, purpose-built accommodation. In addition to excellent classrooms which are fully equipped with digital media resources, the College enjoys first class facilities including: extensive open-access IT facilities, a Library and Resources Centre, The Robinson Theatre, a modern well-equipped Music Department with recital room and practice rooms, an Art and Design Centre and specialist laboratories for science and language learning. Indoor and outdoor sports facilities are excellent, with the Sports and Tennis Centre located on the main site and a well-maintained ten-acre sports ground, including a recently constructed modern pavilion, situated within a short walk from the College. The most recent addition to our facilities is The Linda Sinclair Building, a fabulous three-storey building at the edge of our site which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments.

We recently opened a new Student Services area at the heart of the College site. This houses the Supported Independent Learning Service, the Careers department, a new library-style student study space and a reception area staffed by members of the Student Services Team.

College Finances

Since incorporation the College has managed its finances effectively and has continually met the financial criteria under the different funding bodies. The College's financial returns have been consistently assessed as 'outstanding' each year up to and including the latest financial health assessment for the year ended July 2015. As anticipated, the year ending July 2016 has scored 'good' as a result of cash being invested in the most recent stage of the College's Property Strategy which was completed in May 2016. Going forward the financial plan results in 'good' during 2016-17-18, returning to 'outstanding' in 2018-19. Full management accounts are produced each month in order to monitor and

manage the finances and to report to senior management and the Corporation in a timely manner. Sound financial management has allowed the College to maximise the potential for investment in human and physical resources and, in particular, to fulfil the phases of its long-term property strategy.

A Stimulating Environment

We hope this has helped to convey some of the qualities which make Hills Road Sixth Form College a stimulating and rewarding place in which to work and learn. If your application is successful you will experience a College which enjoys a happy and purposeful atmosphere and a unique blend of opportunity, quality and achievement.

