



July 2023

Dear Applicant

Re: Cleaning Assistant

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to [hr@wetherbyhigh.co.uk](mailto:hr@wetherbyhigh.co.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read 'SJA', enclosed in a simple oval shape.

Samantha Jefferson  
Headteacher



**PERSON SPECIFICATION**

**Job Title:** Cleaning Assistant

**School:** Wetherby High School

**Pay Range:** A1

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b> Ability to use toxic materials in the process of general cleaning  Ability to work constructively as part of a team	Application form and selection process  Application form and selection process  Application form and selection process	To be able to use a variety of cleaning equipment  To be able to operate mechanised cleaning equipment e.g. buffer.	Application form and selection process  Application form and selection process
<b>EXPERIENCE</b>		Experience of using mechanical cleaning equipment.  Experience of working and cleaning large premises.	Application form and selection process  Application form and selection process
<b>KNOWLEDGE and UNDERSTANDING</b>		Knowledge of using mechanical cleaning equipment  Knowledge of the problems in using toxic cleaning equipment	Application form and selection process  Application form and selection process
<b>QUALIFICATIONS/ TRAINING</b> Participate in development and training opportunities	Application form and selection process		
<b>OTHER CONDITIONS</b>	Enhanced DBS clearance		



## JOB DESCRIPTION

**Job Title:** Cleaning Assistant

**School:** Wetherby High School

**Pay Range:** A1

**Responsible to:** Cleaning Team Leader

### **Role:**

To be responsible for maintaining a high level of cleanliness throughout the school building.

### **Duties**

1. Use of mechanical cleaning equipment i.e.
  - a) Suction Cleaners
  - b) Scrubbing/Buffering Machines
  - c) Hot Water Extraction Machines
  - d) Combined Scrubber/Drier Machines
  - e) Wet Suction Machines
2. Handling and use of cleaning materials in accordance with recommended procedures.
3. Cleaning in all kinds of areas within the school building i.e.
  - a) Toilet/Hygiene Areas
  - b) Corridors/Landings/Staircases/Entrances
  - c) Craft rooms, i.e. Woodwork, Engineering, Cookery etc.
  - d) Classrooms and Offices
  - e) Halls and Gymnasium
4. High level cleaning, using appropriate equipment.
5. Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises
6. Washing of walls, windows, glass.
7. Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.
8. Working to the school's operational specifications and quality assurance work schedules.
9. Be able to work as part of a team and act on instructions from senior staff.

10. To wear appropriate protective clothing including rubber gloves.
11. Attending appropriate training courses/seminars as requested.
12. Abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.
13. Carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies

General duties:

- To support school events and attend as required.
- To adhere to school policies and procedures.

**Any Special Conditions of Service:**

There is a requirement to submit to an Enhanced Disclosure and Barring background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed (employee) .....

Signed (line manager) .....



## Privacy Notice for Applicants

### Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

### What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview
- Your online activity (social media sites such as Facebook and Twitter)

### Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

### What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable in accordance with the statutory framework for safeguarding children and safer recruitment in education.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

### What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

### Why do we use this information?

We use this information in the course of recruiting members of staff.

### Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

### How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

### How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

### What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at [dpo@bywaterkent.co.uk](mailto:dpo@bywaterkent.co.uk).