

Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

**Cleaner**

Required: Immediate Start





# Cleaner

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We are seeking to recruit a Cleaner to join our Premises Team at Bishop Justus Church of England School.

**Our ideal candidate will:**

- Have a flexible attitude
- Good communication skills
- Friendly and outgoing personality
- Excellent team player
- Good time management skills and the ability to prioritise tasks
- Able to follow and give clear instructions
- Experience of a similar background desirable but not essential.

**In return, we offer:**

- A happy community committed to the professional development of all colleagues
- A distinctive local context ensuring we place inclusivity at the heart of all we do
- A skilled and experienced team of teachers and other professionals
- A motivated leadership team leading rapid improvement to the student's life chances
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **14<sup>th</sup> October 2024**  
*We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate*

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- Interviews: **W/C 14<sup>th</sup> October 2024**

### APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **Immediate start**

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [Recruitment@bishopjustus.bromley.sch.uk](mailto:Recruitment@bishopjustus.bromley.sch.uk)

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



## JOB DESCRIPTION

### DETAILS

**Job Title:** Cleaner

**Grade:** Aquinas 1.1

**Full Time Salary:** £22,183.00 p.a

**Pro Rata Actual Salary:** £8,260.83 p.a

**Hours:** 15 hours per week, 40 weeks per year

**Contract:** Part Time, Permanent

**Accountable to:** Cleaning Supervisor

### THE ROLE

The main purpose of the job is to support and assist the Cleaning Supervisor to maintain a safe and clean environment.

The key role would be to maintain the cleanliness of the school to a very high standard.

This would include:

- The vacuuming of rooms and corridors and emptying all waste bins transporting waste to collection points.
- Cleaning the glass and mirrors.
- Dust, damp wipe, wash or polish the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments. Remove cobwebs.
- Sweeping and mopping floor surfaces with suitable cleaning products
- Cleaning the showers, toilets, hand basins and sinks.
- Clean areas as assigned.
- Ensure that rooms are odour free.
- Safely use chemical agents as directed by the Cleaning Supervisor.
- Replenishing stock in cleaners' cupboards when required.
- Replenish consumable items including, soap, toilet rolls and paper towels, where required.
- Keep a check on cleaning stock levels and inform the Cleaning Supervisor of low stock levels, e.g. of cleaning products.
- Report anything in need of repair or replacement to the Cleaning Supervisor.
- Check equipment and machinery used and ensure health and safety guidelines are adhered to.
- Keep the cleaning area and space clean and tidy at all times and cleaning materials safely stored.
- Be familiar with Health and Safety regulations appropriate to role, e.g. storage of cleaning fluids.
- Maintain polite and good communication with colleagues and students at all times.
- Be prepared to receive and undertake further training and appraisals as and when required.
- Able to assist with deep cleans within the holiday periods

***At Bishop Justus School staff are expected to work in line with the school's Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.

### PERSON SPECIFICATION

CLEANER



<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Have an in-depth knowledge of cleaning equipment and techniques.</li> <li>• Understand health and safety issues and good practice in relation to cleaning.</li> </ul>	Application/Interview/References
<b>Knowledge/ Experience/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Be qualified in literacy and numeracy at <b>level 1</b> or equivalent.</li> <li>• Have experience of working in an educational environment</li> </ul>	Application/Interview/Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful working practices in cleaning.</li> <li>• Using general cleaning equipment, e.g. vacuums and carpet cleaners.</li> <li>• Fulfilling all spoken aspects of the role with confidence.</li> </ul>	Application/Interview/References
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Flexible in terms of working hours. including evenings in line with school calendar and lettings.</li> <li>• Eligible to work in the UK. Open to relevant security checks made on them e.g. DBS check.</li> <li>• Suitable to work with children and young people.</li> <li>• Able to communicate effectively.</li> <li>• Willing to work as part of a team.</li> <li>• Approachable and self-motivated.</li> </ul>	Application/Interview



# Benefits of Working with Aquinas

## LEASE AN ELECTRIC VEHICLE...

**We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle.** Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus  
electric vehicles

## TREATING YOU AS A PROFESSIONAL...

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## HELPING YOU STAY RELAXED...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family;
- Discounts on cinema tickets including all top chains;
- Discounted days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Free health and wellbeing portal for courses, classes & content;
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

## LOOKING AFTER YOUR WELL-BEING...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

health assured