

WELCOME

Rochdale
sixth form
college

APPLICATION PACK:

Cleaner



OFFICIALLY OUTSTANDING



Dear Colleague,

Thank you for your interest in working at Rochdale Sixth Form College. I hope that you will find this pack useful in completing your application.

Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a Centre of excellence. The college is Ofsted outstanding, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.

The Altus Education Partnership was formed in April 2017. It is a multi-academy trust formed by the governing body of Rochdale Sixth Form College and dedicated to the improvement of education in the borough of Rochdale. The Trust's mission arose from and built upon the successes and values of the sixth form college. In short, our mission is to create a family of academies from early years to 18 that enables students in the borough to progress to an aspirational career, a fulfilling life and to make a positive contribution to society.

To work at RSFC you must aspire to be an outstanding colleague. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like young people and aspire to make them outstanding citizens.

We wish to appoint someone who will help us to continue to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
Principal/CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Send your completed application form by email to recruitment@rochdalesfc.ac.uk

Deadline

The deadline for the post is **Monday 6th December 2021** (to arrive no later than 12.00 midday).

Interviews are expected to take place on **Thursday 9th December 2021**.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on the Sixth Form Colleges Support pay spine; scale point 1 currently £17,372 per annum. This is topped to the Real Living Wage of £18,327 per annum pro rata.

The actual salary for this role Term Time Only plus 2 weeks, 16 hours per week (41 weeks per year) is £7,198 per annum

Start Date

Immediate

For an Application Pack

1. Visit www.rochdalesfc.ac.uk or
2. Contact Sadia Rashid – Trust Head of HR: recruitment@rochdalesfc.ac.uk or
3. Telephone 01706 769800.

RSFC Vision, Mission, Values & Beliefs

Our Vision

We aim to be the Sixth Form College of choice for the young people of the Borough of Rochdale and aim to develop confident and articulate students, respectful and respected, capable of independent and critical thought and appropriately prepared for higher-level achievement.

Our Mission

At RSFC our central purpose is to help our students realise their academic potential. We believe every young person can succeed and we devote ourselves to improving student achievement, through high quality teaching and student support. Our young people are challenged to achieve through high expectations within a "you can do it culture". We always aim to build aspiration, to inspire and to motivate our students so they have the opportunity for greater choice in life.

Our Values and Beliefs

As a Sixth Form College and as individuals we value and champion:

Care for the Individual, Empathy and Compassion – our priority is to connect with our students, be interested in their lives and backgrounds and listen actively to what they say, treating every student in every class as an individual and continuously boosting their self-esteem and confidence, whilst showing empathy and compassion towards their needs.

Achievement, Success and Excellence – an unceasing focus to improve standards of academic achievement to better the lives of our students, and a passionate desire for their success through a culture of high expectations and aspirations.

Learning, Creativity, and Innovation – we are driven to pursue effective learning for all students and first class teaching and support by all colleagues – day in, day out.

Relationships, Collaboration and Teamwork – students and staff working together to foster a real sense of community and mutual respect. A partnership with parents/carers to ensure our 16–19-year-olds are confident and mature individuals who can become responsible and valued members of our wider society. We maintain close and meaningful partnerships with schools, other colleges, and universities to further enhance the learner journey. Relationships with our community in Rochdale will reflect our commitment to the social and economic well-being of the Borough and increase the range of opportunities for our students to become active citizens.

Inclusivity, Belonging and Respect – we embrace diversity and strongly commit to the equality of opportunity for students, staff, their friends and families and our wider community to create a sense of belonging.

Honesty, Openness and Fairness – the life of the College community is based on the values of honesty and fairness, and we commit to conducting ourselves with openness, trust, and respect for the individual.

Positivity, Enthusiasm and Fun – shown by and towards all students and staff at RSFC

The Ambition is that by the time students leave RSFC they will:

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative, and prepared for future growth and learning
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At RSFC we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability
- Above all, staff at RSFC like their students and demonstrate this through their daily conduct and interaction

Job Description

Job Title	Cleaner
Reports to	Estates Manager
Line manages	Not Applicable
Remuneration	<p>Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience.</p> <p>The salary scale for this role is scale point 1 currently £17,372 per annum. This is topped to the Real Living Wage of £18,327 per annum pro rata.</p> <p>The actual salary for this role Term Time Only plus 2 weeks, 16 hours per week (41 weeks per year) is £7,198 per annum</p>
Contract	Part-time – Permanent – 16 hours per week – Term Time Only plus 2 weeks Hours 4.00 pm to 7.15 pm (and to 7.00 pm on a Friday)
Start date	Immediate

Overall Purpose of the Post

- To maintain a high standard of cleanliness throughout the college, assessed through cleaning audits.
- To act as a key member of the college Estates team.
- To be a smart, approachable and enthusiastic team member.

Key Duties

- To deliver a cleaning service against an agreed specification.
- To give assistance to college visitors and members of the public as required.
- To keep cleaning equipment in a safe and clean condition, reporting any unsafe electrical equipment to the estates officer immediately.
- To inform line manager of problems relating to delivery of the cleaning service.
- To order chemicals / consumables through line manager to ensure stock levels do not fall to an unacceptable level.
- To promote good customer relationships with all college occupants.
- To take part in college 'deep cleans' during college shut down periods as required.
- To take part in any training provided by the college such as fire awareness, manual handling, health and safety awareness, etc.
- To carry out any other reasonable duties of requests by senior college staff.

Support for the College

The Cleaner will

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time appropriate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATTIONS AND EXPERIENCE				
1.	Experience of general cleaning duties in the workplace.	E	√	√
2.	Experience of using scrubbing, buffing and scrubber drying machines.	D	√	√
3.	Experience of using a variety of chemicals and following manufacturer's guidelines.	D	√	√
4.	Experience of working within a Health and Safety framework.	D	√	√
SKILLS AND KNOWLEDGE				
5.	Be able to work unsupervised using own initiative.	E	√	√
6.	Ability to undertake cleaning duties to the highest standard.	E	√	√
7.	Have a flexible approach to work, giving assistance to other colleagues where required.	E	√	√
8.	Reliable and excellent timekeeping.	E	√	√
9.	Excellent communication skills, with the ability to follow verbal instructions and written procedures, as well as the ability to maintain excellent professional relationships with all college occupants.	E	√	√
10.	Willing to work unusual hours as required by college to support functions i.e. after open evenings, theatre performances, etc.	E	√	√