



# BARKING ABBEY SCHOOL

## SCHOOL CLEANER

### RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



**BELONG**  
BARKING

**ASPIRE**  
ABBAY

**SUCCEED**  
SCHOOL

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)



GIVE

AND

EXPECT

THE

BEST



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# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of School Cleaner.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Thursday 17th October 2024

**Interviews week commencing** TBC

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: [jobs@barkingabbeysschool.co.uk](mailto:jobs@barkingabbeysschool.co.uk)



# Advertisement

## School Cleaner

Scale 2

**Morning or Evening Shifts available**

**13.75 hours per week (Monday to Friday, Term Time only)**

**Are you looking for a part time role that fits around other commitments?**

**Would you like a job that makes a difference to the lives of Students in a school that is passionate about providing the very best opportunities for all?**

**If so this could be the role for you...**

We are looking for cleaners to work as part of our premises team who are fundamental to the daily smooth operation of the school.

Morning and Evening shifts are available to suit your needs

Working hours can be selected from any of the following:

Monday to Friday:

05:30 to 08:15

15:00-17:45

The position offers: An attractive remuneration package, good employment terms the provision of uniform. Induction training and on- going training and development opportunities

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; “This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils’ conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy”. (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: [info@bdsip.co.uk](mailto:info@bdsip.co.uk)

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



# Job Description

Job Title	School Cleaner
Grade	Scale 2 (Pt 3 to 4)
Department	Premises/Site
Location	Sandringham Road or Longbridge Road Campus
Line Manager	Cleaning Supervisor/Operations manager
Contract	Term time only (TTO) . (Monday to Friday with option for weekend work as the school requires)
Working hours	Morning and Evening Shifts available- Either 10.45 hours per week or 13 hrs 45 minutes per week (dependant on shift selected)
Work pattern	Either 06.00 to 08.15 05.30 to 08.15 15.30 to 17.45

This role profile is a guide to the work you will initially be required to undertake. It may be changed from time to time to incorporate changing circumstances. It does not form part of your contract of employment.

## Purpose of the role

To work as a key member of the premises team working to enhance the school Learning environment by effectively carrying out a range of cleaning duties in accordance with school standards & procedures in accordance with the scale of the job.

The School Cleaner will be responsible for ensuring a high standard of cleanliness for staff and pupils within the school.

## Context

The role holder is required to perform routine cleaning tasks within a strict timescale. As the role holder will work largely unsupervised there is a requirement of creative skills to occasionally resolve routine problems encountered on the job. The role requires moderate physical effort on a regular basis and substantial physical effort on occasion.

## Key responsibilities

The following indicate some of the principal tasks and responsibilities:

- To carry out the various daily, weekly & periodic cleaning duties required under the service level agreement and follow the cleaning schedule as directed by your line manager.
- To ensure you are aware of & comply with all school health & safety procedures and standards at all times e.g., COSHH, uniforms & PPE, Manual handling, Fire procedures.
- To ensure that any health & safety hazards, issues, near misses & accidents are reported to your manager at the earliest opportunity.
- To maintain a clean, safe & hygienic working environment at all times.
- To achieve the relevant cleaning quality & productivity targets.
- Cleaning duties are physical activities which will include pushing cleaning trolleys, manual handling and using cleaning equipment in line with health & safety training.

- To actively participate in any team meetings & training as required by attending courses sharing your knowledge & experience with other team members.
- To follow the school cleaning procedures whilst seeking opportunities to do things better, raising suggestions with your line manager to ensure we continuously improve our operation and seek to improve the Barking Abbey school service processes and procedures.
- To ensure all equipment provided is used, maintained & stored correctly in line with the operating instructions and company procedures & report any defects to your Line Manager.
- To comply with any reasonable requests made by your Line Manager including working in areas other than those to which you are accustomed.
- To learn and demonstrate the Barking Abbey school behaviours at all times to colleagues, customers and pupils.

### **Daily Duties will include**

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- Sweeping floors with brushes or dust control mops. (ensure scuffs and marks are removed)
- Mopping floors with wet or damp mops.
- Vacuum clean carpeted areas and “spot” cleaning carpets.
- Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors.
- Using electrically powered pick up machines.
- To dust, damp wipe, wash or polish furniture, ledges, and window sills, external surfaces of cupboards, radiators, shelves and fitments.
- To replenish consumable items (soap, toilet rolls, paper towels) if required.
- To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
- To undertake wall washing, internal window pane cleaning.
- Maintain stock levels and ensure equipment used is in good working order, reporting defects to supervisor.
- Report any defects to the cleaning supervisor or cleaning manager.

### **General Accountabilities and Responsibilities**

- Ensure the school is cleaned to appropriate standard, ensuring compliance to relevant training, safety and instruction given.
- Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
- Undertake a proactive, committed approach towards the School’s Best Value ethos.
- Ensure compliance with and actively promote the School and the School’s Equality policy and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the School as relevant to the post.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
- Take responsibility for continuing self-development and participate in training and development activities.
- At any time you may be asked to cover areas, or relocate to an alternative area to assist with the schools ever changing needs.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working

environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Managers Job Title		Date	



## Person Specification

Knowledge & Skills	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				Interview I	Task T	
			A	I	T	
Knowledge & Skills	Effective oral & written communication skills so as to be able to complete simple forms, follow and understand instructions, both verbally and in writing.	√		√	√	
	An awareness of health & safety.	√		√	√	
Experience	Previous cleaning experience.	√		√		
	Previous experience in a school environment.		√	√		
Attitude & Personal Qualities	Good timekeeping.	√			√	
	Ability to start work in line with Shift pattern.	√			√	
	Willingness to attend relevant job training.	√			√	
	Willingness to cover for absent colleagues work in an emergency.	√			√	
	Willingness to work at either Campus.	√			√	
	Honesty and Integrity.	√			√	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√			√	
	Ability to work flexibly .	√			√	
Current driving licence and car for travel and transport between The Upper and Lower School.		√		√		



## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBNEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



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 Sandringham Road  
 Barking  
 Essex  
 IG11 9AG

Longbridge Campus  
 Longbridge Road  
 Barking  
 Essex  
 IG11 8UF

[www.barkingabbeysschool.co.uk](http://www.barkingabbeysschool.co.uk)

