

W I T H I N G T O N G I R L S ' S C H O O L



RECRUITMENT PACK:

P A R T T I M E C L E A N E R

ABOUT WITHINGTON GIRLS' SCHOOL

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small, with 744 pupils in total with 156 in the Junior School (Years 3 - 6), 418 in the Senior School (Years 7 - 11) and 170 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and HMC (The Heads' Conference).

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, around 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School.

A FOCUS ON EXCELLENT TEACHING AND PASTORAL CARE

The School's A Level and GCSE results are outstanding, with Withington ranked consistently in national league tables as the top independent school in the North West of England. The Sunday Times' prestigious schools guide, Parent Power, named Withington the North West Independent Secondary School of the Year 2020, 2022 and 2023 and North West Independent Secondary School of the Decade in 2021. Withington has been listed in the annual Tatler Schools Guide to the UK's top independent schools since 2012.

Girls who gain a place as a result of the entrance examination normally take GCSE/IGCSE examinations in 9/10 subjects, followed by 3 or 4 A Levels. An exciting and varied Enrichment programme offers Sixth Formers core elements such as PSHCE, financial literacy and professional skills plus a range of choices from computer coding and languages, to mosaics, mindfulness and cooking and preparing healthy meals. In addition to the Enrichment Programme, which all Sixth

Formers follow, many also complete an Extended Project Qualification (EPQ). Studies are directed towards encouraging a love of learning for its own sake, frequently going beyond the confines of the examined curriculum, as well as towards the ultimate goal of University entrance, including Oxford and Cambridge.

The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment.

Preparation for life after school starts early and involves a programme of careers advice, work experience and UCAS application guidance. Older pupils work with younger pupils in numerous ways, through the House system, extra-curricular activities, peer support and mentoring.

A BREADTH OF ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, the Duke of Edinburgh's Award, Young Enterprise Scheme, Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers volunteer as assistants in local primary schools, residential homes, hospices and hospitals.

All pupils, throughout the School, engage in charity fundraising, collectively raising around £30,000 each year. There are special links with local charities, Wood Street Mission and The Booth Centre, The Christie hospital, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and pupils take part in World Challenge, or similar, expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.



ABOUT WITHINGTON GIRLS' SCHOOL

AN INVESTMENT IN FACILITIES

The School enjoys excellent facilities and has an ongoing programme of major developments. Recent projects have included a purpose-built Junior School building, a central, enclosed 'Hub' area at the heart of the school and an expanded and refurbished suite of university-standard Chemistry laboratories, all of which were completed in 2015.

During 2018 a significant new sports facilities development was completed, reflecting the school's ongoing commitment to the promotion of physical activity for girls, one of the school's founding principles. In 2019 the outdoor netball courts and all-weather pitch were resurfaced to a high specification, bringing Withington's sports facilities to an excellent standard across all areas. Outdoor fitness equipment - also installed in 2019 - has provided an innovative facility that benefits fitness, wellbeing and social interaction for senior pupils.

In 2022 the school opened refurbished and extended dining facilities, a new conference suite, Learning Support area and accompanying offices. This reflects our commitment to providing the best facilities we can for our pupils, staff and all in the Withington community.

A WELCOMING COMMUNITY

The Development Office has strong links with alumnae as well as former and current parents and staff and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories, Sports facilities and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially. There are also close links with the local community including, for example, a range of Saturday morning lessons run by the School for gifted and talented boys and girls from local primary schools under the SHiNE Together programme and an annual event involving a number of primary schools across Greater Manchester known as *Manchester Sings*. Visitors often comment on the special atmosphere they find at Withington. We are extremely proud of our consistently outstanding record in public examinations and places gained at the most selective universities but also of the happily informal atmosphere, thriving co-curricular programme, community spirit, alumnae network - and engagement with education in its broadest sense which characterise this unique environment.

True to the vision of our Founders, our pupils aim high, have boundless opportunities to discover their talents and develop a strong sense of responsibility. We value individuality, celebrate diversity, encourage our pupils to think for themselves and to understand the importance of tolerance and teamwork. It is our aim that our pupils leave school at ease with themselves, socially aware and ready to face with confidence the challenges of life beyond.



SCHOOL ETHOS

At Withington, we aim to create an environment in which all pupils are supported and encouraged to reach their full potential, academically, socially and personally. True to our founding principles, we are a school where the pleasure of learning is its own reward. The Withington ethos recognises that understanding the value of learning and knowing how to learn sustains and enriches us throughout our lives.

The golden rule of respect for self, respect for others and personal responsibility underpins our school community where diversity is celebrated, teamwork valued, and every pupil is encouraged to play her part, older pupils and alumnae providing inspiring role models.

Combining a wealth of extra-curricular activities with an exceptional academic experience, each girl has the opportunity to develop her talents, skills, interests and character, as well as a strong sense of responsibility which extends beyond the classroom and into the wider world.



AIMS OF THE SCHOOL

1 TO SUSTAIN...

...an innovative and inspiring place of learning where our pupils grow into resilient, independent lifelong learners, curious and passionate about their world

2 TO NURTURE...

...our pupils' personal development and character, promoting respect and responsibility, enabling our pupils to thrive and to meet challenge confidently, compassionately and collaboratively

3 TO SUPPORT...

...a diverse, inclusive and open-minded school community and to work in partnership with local, national and international organisations for the benefit of our pupils



JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE:	Part Time Cleaner
REPORTING TO:	Cleaning Manager
DEPARTMENT OVERVIEW:	The cleaning team play an integral role in the operation of Withington Girls' School, maintaining our school site and facilities to the highest possible standard.
ROLE OVERVIEW:	<p>We have a number of part time vacancies in our cleaning team ranging from 10 – 25 hours a week Monday to Friday, term time only plus 3 weeks, at the direction of the Cleaning Manager. These are split shift days with the morning shift being 07:30 – 09:30 and the evening shift being 15:30 – 18:30. We also have opportunities for all year round contracts. Upon application, candidates are asked to indicate their preference in accordance with the above.</p> <p>The post holder will need to be flexible and have the ability to work extra hours at short notice to cover staff absence or during periods of intense cleaning.</p> <p>This job description is written at a specific time and is subject to change as the demands of the School and the role develops. The role requires flexibility and adaptability and the employees of the School need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
CHILD PROTECTION & SAFEGUARDING:	<p>Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</p> <p>It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Girls' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>
BENEFITS OF WORKING AT WITHINGTON GIRLS' SCHOOL:	<ol style="list-style-type: none">1. Lunch is provided daily (where applicable) and a subsidised breakfast is also available to purchase2. A competitive salary based on the Withington Girls' School scale, commensurate with the qualifications and relevant experience of the candidate3. Employee Assistance Programme4. Workplace pension with 3 x death in service benefit and a 10% employer contribution5. Free use of the School gym following an induction6. The School promotes a happy, professional and stimulating work environment



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MAIN DUTIES & RESPONSIBILITIES:

1. Complete as directed, all aspects of cleaning to the school's standards and specification according to the cleaning rota. This includes, but is not limited to, bodily fluids, toilets, walls, floors, fixtures, fittings and equipment etc
2. Identify any working hazards, sub-standard equipment or other risks and report to the Cleaning Manager
3. Take necessary precautions to minimise and eliminate risk
4. Attend all staff meetings, wider staff meetings, training and CPD as required by the Cleaning Manager
5. Undertake all training required by the Cleaning Manager, this may include, but is not limited to, health and safety, data protection, safeguarding, first aid and the control of substances hazardous to health (COSHH)
6. Ensure a high standard of personal hygiene and cleanliness – according to Government advice
7. Wear any uniform, or personal protective equipment as directed by the Cleaning Manager and ensure that this is kept clean and in good repair
8. Comply with statutory and school hygiene regulations in the handling and storage of cleaning materials
9. Comply with instructions given for work in specialist areas of the school, such as laboratories
10. Ensure you act in the interest of your own safety and the safety of others at all times
11. Report all accidents at work following the school's procedures
12. Maintain the areas under your control in a clean and tidy fashion at all times
13. Demonstrate a professional, courteous and friendly attitude towards pupils and work colleagues at all times

AS A MEMBER OF STAFF AT WITHINGTON YOU ARE EXPECTED:

- To safeguard all pupils, promoting their safety, health and welfare in accordance with school policy
- To follow and uphold all school policies and be an excellent ambassador for Withington Girls' School
- To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school communications
- To undertake any other duties that might be reasonably requested by the Cleaning Manager, Chief Financial and Operating Officer or any other member of the Senior Leadership Team
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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS		<ul style="list-style-type: none"> Educated to GCSE or equivalent level 	<ul style="list-style-type: none"> Contents of application form Production of the Applicant's original certificates
EXPERIENCE	<ul style="list-style-type: none"> Proven track record of cleaning experience 	<ul style="list-style-type: none"> Flexible in approach going the extra mile to get the job done Experience of working in a School environment 	<ul style="list-style-type: none"> Contents of application form Interview Professional references
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> Cleaning skills 	<ul style="list-style-type: none"> Knowledge of COSHH and other health and safety regulations relating to cleaning services 	<ul style="list-style-type: none"> Contents of application form Interview Professional references
PERSONAL COMPETENCIES & QUALITIES	<ul style="list-style-type: none"> Professionalism and outstanding role model for young people and colleagues Commitment to ongoing professional development Commitment to Diversity and Inclusion Trustworthiness and integrity Tact and Diplomacy in dealing with others Self awareness; ability to seek and take advice A warm, friendly and patient manner Discipline and time management skills A sense of humour An outstanding ambassador for the Withington Girls' School ethos and its values 		<ul style="list-style-type: none"> Contents of application form Interview Professional references



THE SUNDAY TIMES SCHOOLS GUIDE

Alastair McCall, Editor of The Sunday Times Schools Guide, Parent Power, on Withington being named Northwest Independent School of the Decade in November 2020.

"This... accolade acknowledges the consistent academic excellence achieved by the school over the past 10 years, when it has finished as the top-ranked independent school in the Northwest in our annual Parent Power rankings every year.

"This has been achieved without creating an academic hothouse. Girls thrive in a supportive, caring environment, where they are encouraged to contribute to school life in myriad ways, not just in examination halls. The school's commitment to accessibility through a generous bursary scheme sees many study here for reduced fees - or even no fees at all. The diverse community of more than 700 girls leave the school ready to take their place in the world and become leaders in their chosen fields, as so many of their predecessors have done."

TATLER SCHOOLS GUIDE 2021

"This is a decidedly academic yet happily informal girls' day school that celebrates diversity and individuality. Thanks to its generous bursaries, Withington is a melting pot of different cultures, religions and backgrounds - a microcosm of Greater Manchester."

"There may not be a 'typical Withy girl', but there is a Withy state of mind: an intellectual curiosity and an unwavering commitment to the principles of respect for self and respect for others."

GOOD SCHOOLS GUIDE REVIEWS

Junior School:

"This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports."

Senior School:

"A school with dazzling academic results which seeks to empower girls to think independently, cultivate wide-ranging interests and embrace challenge. Girls who have a deep thirst for knowledge and learning will absolutely fly at this impressive high-performing school."