

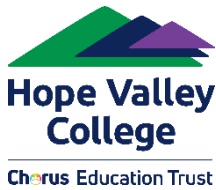
Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Hope Valley College is a comprehensive secondary at the heart of the local community. It is a small, friendly and supportive school and sits within the village of Hope in the Derbyshire Peak District. It joined Chorus in September 2019, when it also welcomed a new Principal. In the recent Teacher Accessed Grades, our young people outperformed any previous cohorts.

Hope Valley College is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.hopevalley-chorustrust.org

Cleaner

with key holding responsibility

Salary: Grade 2 £16,304 to £16,630

(£9.62 - £9.81 per hour)

32.5 hours/ 52 weeks per year

Permanent

To start: ASAP

About this vacancy

Required for an immediate start, Hope Valley College are looking for a reliable, hardworking cleaner to join our site team.

The successful candidate will provide a comprehensive cleaning service and will be a key holder for the school ensuring the building and site is secure and appropriate alarms are set.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Lisa Critchlow, HR Administrator, at: recruitment@hopevalley.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Richard Cowell, Site Supervisor.

Deadline for applications: **11.59pm on Wednesday 20 October 2021.**

Interviews to be held: **Friday 22nd October 2021.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Cleaner – with key holding responsibility
Profile:	EO1
Grade:	Grade 2
Grade spinal point range:	SCP 3 – 4
Accountable SLT post:	Business Support & Finance Manager
Line Manager of post holder (if different):	Site Supervisor
Staff to be supervised or line managed by post holder:	NA
Post holder will work with:	Premises Site Team
Holiday and sickness relief by/for:	By and for other premises cleaning staff
Purpose of job:	To provide a comprehensive cleaning service to the school site with key holding responsibility for locking the site.
	This post may work across the Trust schools.
Version revised:	September 2021

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

To be responsible for providing a comprehensive cleaning service for the school/college.

Duties will include, but not be limited to:

- To be a nominated key holder for the school, ensuring the building and site is secure before leaving and appropriate alarms are set.
- To maintain a high standard of cleanliness and hygiene in the areas/sites allocated by the Site Supervisor.
- To be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.
- Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required by the School.
- To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.
- To ensure the safe use of chemicals that are required as part of your work, following manufacturer's instructions and with regard to Health and Safety Regulation.
- To empty bins and remove waste to designated areas.
- Specialist cleaning where requested by the School, i.e. carpet shampooing.
- To report any damage/defects to the appropriate person.
- To liaise with site staff, supervisors and line managers as required.

Support for the Trust / School (applies to all roles)

- 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.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Cleaner – with key holding responsibility

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of cleaning in an educational/commercial/industrial background		✓	A
Customer services experience.	✓		A
Good understanding of health & safety policy and procedures including safe working practices	✓		A / I
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I

Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organization.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I