

About the role

We are looking to recruit a school cleaner as soon as possible to work 4:00pm – 7:00pm each day, term time only as part of our busy Premises & Cleaning Team. Varying hours can be discussed at interview. This additional cleaning role will take responsibility for cleaning the newly refurbished theatre, new drama studio and additional areas across the school site.

The overall aim of this role is to maintain a clean and safe environment for all our students, staff and visitors at Halliford School. The successful applicant will be provided with a uniform and full training. This role will report to the Premises Manager.

Main Duties

- Cleaning theatre and drama studio as well as across the whole school site.
- To include cleaning of school toilets for both students and staff.
- Restocking hygiene materials in classrooms.
- Ensuring all cleaning stores are replenished and well stocked.

Opportunity to work on a Saturday to clean after events /sports fixtures.

Skills and Knowledge

- To be thorough and pay attention to detail
- The ability to work well with your hands
- Patience and the ability to remain calm in stressful situations
- The ability to work well with others
- The ability to work on your own
- The ability to accept criticism and work well under pressure
- Physical skills like movement, coordination, dexterity and grace
- Excellent verbal communication skills
- To be able to carry out basic tasks on a computer or hand-held device

Safeguarding

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding, attend training as well as any updates as required.

Salary

Halliford School offers an extremely competitive pay structure and non-contributory support staff pension.

Come as you are. Go as all you can be.

Process of Application

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, the HR Officer, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: hr@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR & Recruitment Officer to arrive no later than **12 noon, Friday 15th November 2024**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the HR & Recruitment Officer. The supplied references will be taken up and the School may approach previous employers for information to verify

particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.

Additional Information

Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers
- 24-hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service