

# SETTLE COLLEGE

Founded 1907



## Application Pack Cleaner (Various positions)

[www.settlecollege.org.uk](http://www.settlecollege.org.uk)



# Cleaners

## Application Pack

- Established Part-time Contract
- Term-time only
- Grade A - £10.50 per hour
- (£20,258 FTE)
  
- Various positions available due to bring this service in house
- 10-16 hours per week
  
- Indication of Actual Salary 10 hours per week  
£4683.38 pa. hours £9366.74 pa

### Benefits:

Excellent Pension scheme, Cycle to Work scheme, Well-being Programme and free on-site parking

01729 822451

[admin@settlecollege.n-yorks.sch.uk](mailto:admin@settlecollege.n-yorks.sch.uk)

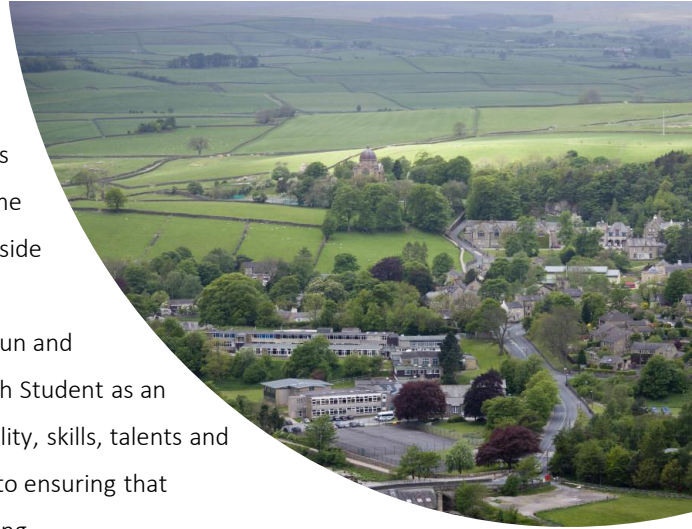
@SettleCollege

[www.settlecollege.org.uk](http://www.settlecollege.org.uk)



Dear Candidate,

Thank you for your interest in the post of Cleaner to the Site Team which offers the successful candidate the opportunity to work in this thriving and successful 11-18 rural school. We find ourselves in a time where we have all gone through change and appeared at the other side more invigorated, resilient and determined. We are a happy school community where innovation, creativity, enterprise and a sense of fun and enjoyment is encouraged, valued and celebrated. We recognise each Student as an individual and every single student brings their own unique personality, skills, talents and interests. Academic success is important but so is our commitment to ensuring that students develop the skills that will prepare them for life-long learning.



We are looking for a well-qualified, enthusiastic and hard-working Cleaner, who takes pride in their work and has a passion to support the Headteacher and their SLT to support our Students and who can inspire them within the school environment. We want our students to be the best they can be and it is this same mantra we set for our staff. If appointed, you will have the opportunity to contribute to a professional and hard-working Site Team.

We recognise that over a third of our staff work flexibly, fitting in families, lifestyles, other commitments and we want to recruit the best there is by ensuring we can be as flexible with you as you wish. The health and wellbeing of our community is of the utmost importance to us and we offer superb pastoral care for pupils and hold regular updates and sessions for staff to support wellbeing.

To assist with your application, and give further background information on the post, we have included the following details within this document: Information about the school, department information, aims of the role, person specification and how to apply for the post.

Settle College is committed to safeguarding and promoting the welfare of children and young people, we expect all staff and volunteers to share in this commitment. The successful candidate will be subject to an enhanced DBS check and online searches prior to employment.

This pack contains lots of information about the school and the department. If you would like more information, or to visit, please feel free to contact the school by telephone or by e-mail and we will be more than happy to accommodate your requests. Finally, if you are passionate about working with young people and really believe you can join our team in making a difference, then I warmly invite you to apply. This will enable you to take a look at us in more detail and really experience at first hand the friendly and professional environment we have established.

Yours faithfully

Mr Gareth Whitaker



Appointment of: Cleaner

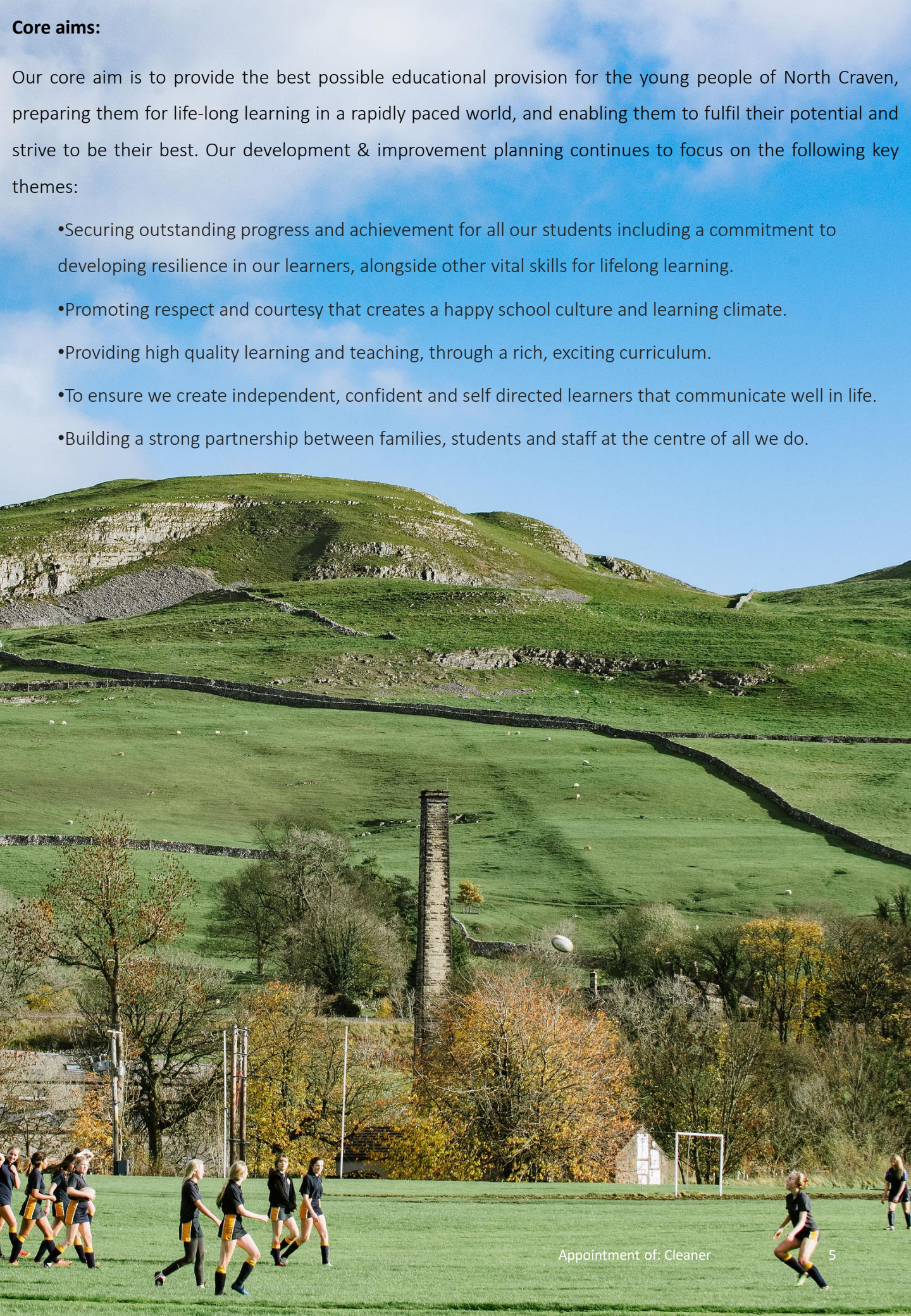


## Community at the heart

Settle College occupies an enviable site on the banks of the River Ribble in the market town of Settle, with outstanding views of the surrounding area looking across to Attermire and bordering the Yorkshire Dales National Park.

Settle College is a vibrant and exciting community of learners, forward thinking and driven for a small rural secondary school, that is an integral part of the community. There is a strong commitment from our staff to the College's wider role within the community and we always aim to get fully involved in community activities. From local church events like Armistice Day, working with local charities and businesses like the Millennium Trust to the Settle Flowerpot Festival, we immerse our students in their local environment.





## Core aims:

Our core aim is to provide the best possible educational provision for the young people of North Craven, preparing them for life-long learning in a rapidly paced world, and enabling them to fulfil their potential and strive to be their best. Our development & improvement planning continues to focus on the following key themes:

- Securing outstanding progress and achievement for all our students including a commitment to developing resilience in our learners, alongside other vital skills for lifelong learning.
- Promoting respect and courtesy that creates a happy school culture and learning climate.
- Providing high quality learning and teaching, through a rich, exciting curriculum.
- To ensure we create independent, confident and self directed learners that communicate well in life.
- Building a strong partnership between families, students and staff at the centre of all we do.



## Who and where we are:

### Site and Buildings

In recent years we have undertaken large-scale improvements to the College site. Half the school was completely re-furnished as we became an 11 – 18 school, including corridors, many classrooms, outdoor social spaces, a new PE suite and changing rooms and an outdoor amphitheatre.

We have a fantastic library, conference room and four state of the art Science laboratories. Our IT infrastructure is subject to a continuing improvement programme, with new hardware, teaching and presentation media and recently upgraded wi-fi.

The college buildings sit within extensive grassed grounds beside the River Ribble, surrounded by spectacular Dales scenery. We have excellent playing fields, tennis courts and an outdoor all-weather pitch. Settle Swimming Pool shares our site.

We have takeaway dining facilities, a comfortable staff room with hot drinks provided, and extensive staff parking. The market town of Settle has all local amenities, bus services and a railway station.

### The Catchment Area

Our students come from a catchment area of 250 square miles of beautiful, largely rural countryside.

Many of our students travel considerable distances to school, with students coming from a wide variety of backgrounds.

**“THE VIEW FROM  
THE STAFF ROOM  
WINDOW FILLS ME  
WITH JOY.”**

**“THERE IS SUCH A  
FRIENDLY  
ATMOSPHERE AT  
SETTLE COLLEGE.”**

# REASONS TO WORK FOR US



## 10 REASONS TO WORK FOR US

1. Our students are unique, enquiring and vibrant.
2. Students thrive through the ethos of a small school, where they value that they are respected and nurtured as an individual.
3. At all ages, our students have a sense of pride and relish the opportunity to represent and lead within the school.
4. The school community is committed to placing the students first to allow everyone to achieve their best.
5. An entire staff and governing body with a passionate commitment to our school.
6. Our Senior Leadership Team continue to teach and, as such, have realistic experiences of school life on every level.
7. All the Senior Leadership Team have a genuine open-door policy, where everyone's opinion matters.
8. We have high levels of staff retention, with many staff working here for at least ten years, demonstrating career fulfilment.
9. We are invested in the career progression of our staff.
10. We are proud to be at the heart of the local community in which many of our staff live.



### CPD

At Settle College, we understand the value of a high-quality professional development programme. We offer a range of activities as part of our weekly CPD meetings for teaching staff, as well as opportunities for external CPD in line with staffs' and the school's improvement priorities. The key features of our CPD schedule are:

- Opportunities to share good practice for teaching and learning across all teaching staff and within departments.
- Meetings focusing on our school improvement priorities, giving staff time to embed the strategies and systems within their subject area.
- Updates regarding special educational needs, with discussions surrounding support for individual students.
- Following an increase in external CPD during lockdown, we allow time for staff to continue to complete independent training on an area of particular interest to them. This includes activities such as online courses, webinars and wider reading.
- Sessions that focus on supporting both staff and student wellbeing.
- The opportunity for all staff to apply for external CPD that relates to their role in school or to support career development, for example through NPQs.

In May 2019, our latest Ofsted inspection judged that the school continues to be good, with the leadership team maintaining the 'good quality of education in the school since the last inspection'. The full report notes many positive aspects of the school and is available on the school website ([Ofsted Reports | Settle College](#)).

The governing body 'know the school very well' and are 'clear about its place in the local community'.

The report recognised that 'pupils study a broad and interesting curriculum', with a programme devised to develop pupils' knowledge, skills and understanding across a wide range of subjects. There is praise too for the 'wide range of extra-curricular activities and trips' that are open to all.

Our school ethos was demonstrated throughout the visit, where inspectors noted that 'pupils enjoy school', creating an 'atmosphere of mutual respect and care in the school' that 'has a very positive impact on learning and pupils' progress'.

# Ofsted

•There was particular praise for the headteacher, who has 'led the school with vision, vigour and a real sense of moral purpose'.

The wider leadership in school was also recognised as a strength, where 'subject leaders are enthusiastic, knowledgeable and skilled'.

Feedback from teaching staff to the inspectors explained that they 'value the training that they are given to improve their skills'.

The sixth-form provision was described as 'effective and well led', where the students spoken to were 'fulsome in their praise of their teachers and the time and effort staff put in to support, care for and challenge them'.



# PASTORAL SUPPORT AND INCLUSION

Settle College is an inclusive school. For children and young people with complex, and additional needs, the level of care and education must go above and beyond. We have an excellent team that work with our most vulnerable students. All students that are at Settle College learn and develop to thrive.



We believe pastoral care is a significant aspect of any staff's role in our school. Whether it is a Form Tutor taking care of their tutor group in the morning or a class teacher noticing a young person is out of sorts, we expect all our colleagues to take their duty of care seriously.

Each year group has a Head of Year and they are supported with an experienced Student Service team who are busy, supportive and good humoured. The pastoral team always keep a child's wellbeing at the centre of their decision making.





## Our Sixth Form

Settle College Sixth Form provides students with many advantages. From the small class sizes where everyone is known to the many opportunities where they can develop their interpersonal and leadership skills. Being a 11-18 school, students will have the chance to be a role model and support our younger pupils, perfect for those wanting to work in education. They could become a Well-being Ambassador, House Leader, Reading Buddy, Sports Captain, Peer Mentor amongst many other roles that can help them with their career plan.

We run trips to Iceland as part of the geography A Level course. Berlin is also a popular trip to support the history curriculum as well as the many art, music, and drama trips that we offer. These are open to students not studying these subjects as they enhance their cultural experiences. Sport is also popular with rugby, football and netball teams.

Our provision in careers education is getting stronger with a dedicated Careers Support Worker who is introducing our students to the many apprenticeship and employment opportunities in the local area.

Most students apply to university, and we have had great success in supporting them to achieve a place at Russell group universities. Indeed, despite being small we have seen students in the past 5 years achieve a place at Oxbridge going on in some cases to achieve a first-class degree.



# Our vision and Curriculum offer

## Our vision

Everything we do at Settle College is rooted in our vision to support all our students to 'be the best they can be'. Through developing a rich and exciting curriculum that is relevant to our locality and implemented with high quality teaching, we aim to not only secure outstanding progress and achievement for all, but to also develop confidence, independence and resilience in our learners. In this ever-changing world, we need to equip our students with the knowledge and skills that they need to thrive, with the ability to lead and communicate in a thoughtful and respectful way. We must instil in our students that they can do whatever it is they choose and to help them to overcome any barriers in their way. All of this aims to provide them with the vital skills for life-long learning so that their personal progression continues beyond their years at Settle College.

## Key Stage 3

Students complete key stage 3 from years 7 to 9 to allow them to study a wide range of subjects in sufficient depth to really understand the very nature of each subject. In each of these year groups, students study: English, maths, science, geography, history, religious studies, MFL (French and Spanish), PE, DT (to include a range of disciplines, including product design, engineering and catering), computing, drama, art and music, as well as PSHCE, which is delivered to tutor groups.

## Key Stage 4

At key stage 4, students continue with English, maths, science (either separate or combined), PE, PSHCE and religious studies. To maintain a broad curriculum with many options subjects offered at key stage 4, we operate a 'stage not age' options process, where students complete these GCSEs in one year, in classes with both year 10 and 11 students. Whilst some subjects only run every other year, all students are given the opportunity to select the four subjects of their choice within the options route to which they are directed. The first route requires students to select at least one language and one humanity to complete the traditional EBacc, with two free option choices. The second route requires students to select at least one language or humanities subjects, with the other three options choices completely open. However, we do recognise that not all of our students will be best suited to these routes and so, as a school that knows its students as individuals, we are able to provide personalised advice for every one of our students during the option selection process.

The option subjects currently offered at key stage 4 are: art & design, computing, creative iMedia, drama, engineering, enterprise & marketing, food preparation & nutrition, French, geography, history, hospitality & catering, music, PE, photography, product design, Spanish and sport science. These subjects ensure a breadth of curriculum choices to allow all students to thrive, irrespective of their strengths and interests, and to allow them to select the required courses for progression towards their future aspirations.

## Key Stage 5

Our curriculum offer at key stage 5 is currently: art & design, biology, business, chemistry, drama & theatre, engineering, English language, English literature, French, Geography, History, IT, maths, music, PE, photography, physics, product design, psychology, Spanish and Sport, as well as offering the extended project qualification to all students. As with key stage 4, the curriculum offer is designed to cover a diverse range of subjects to cater for students' interests and future goals whilst recognising that, as a small sixth form, we cannot offer every possible subject choice. In some subject areas, for example PE, the A-level or vocational course is chosen on a year-by-year basis to best suit the cohort. To maintain this range of courses, when appropriate, both year 12 and 13 students are taught together or different courses are run within the same class, with some courses run in collaboration with our neighbouring school.

# Cleaners

The role of the Cleaner would be to work as part of the Site Team and your main responsibility would be to clean the school buildings to a high standard. Full training would be given.

There are a number of roles between 10-20 hours, as we would like to encourage a sense of flexible working to work around any other commitments and your preference of hours should be indicated on the application form. You would also be instrumental in supporting our Headteacher, Governors and senior leadership team as well as our amazing students.

By working for NYCC Settle College, you have access to an excellent Local Government Pension Scheme, Everyone Benefits Scheme, which participates in Cycle to Work Schemes/Car Benefits and other Lifestyle savings and Health Assured.



<b>Mr Gareth Whitaker</b> Headteacher	<b>Mrs Georgina Daley</b> Operations Manager
Mr David Clay	Site Manager
Mr A Strickland	Assistant Caretaker
Vacancy	Assistant Caretaker (Evening)
Ms C Summersgill- Smith	Cleaning Supervisor



# Job Role

## Aims and job description

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.

## Job Context

The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school.

The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

## Main Responsibilities

### Operational Issues

- To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements. Duties will include (but not exhaustive):
- General dusting of furniture, fixings and fittings
- Dust control mopping/sweeping of floors
- Vacuuming floors
- Cleaning and polishing floors using electrical buffing machine
- Damp/wet mopping of floors
- Polishing furniture, cleaning internal glass
- Cleaning of sanitary fittings
- To use cleaning materials as instructed
- Specialist cleaning (e.g. stripping & sealing of floors)
- Emptying of waste paper bins
- Wiping surfaces, fixtures and fittings & paintwork

### Communication

- Communicate effectively with other members of staff within the school.

## Resource management:

- To participate in the training and development and performance management processes within the school
- Store cleaning equipment and products safely and securely

## Sharing Information

- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Provide feedback to teachers and other professionals as required
- Participate in staff meetings and training days by agreement with their Line Manager.

## General Responsibilities:

- To seek development opportunities in order to improve performance.
- To act as a professional and positive ambassador for the college in order to support our ethos and values.
- To adhere to the college's Child Protection and Safeguarding procedures.
- To ensure confidentially to protect the integrity of the organisation and its people.
- To carry out such duties as may reasonably be required from time to time.

## Systems and information

- To fulfil the necessary administrative tasks associated with the responsibilities of the post
- Participate in the school's procedures for appraisal, training and other learning activities

## Safeguarding:

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence

## Equalities :

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

## Planning and Organisation:

- Assist in developing systems and procedures to improve attendance

## Data Protection:

- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

## Health and Safety:

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety
- Responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation.
- Ensure the healthy, safe storage and accessibility of equipment and materials.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately

## Flexibility:

- Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. All staff are required to comply with Settle College Policies and Procedures.

The duties may be varied to meet the changing demands of the College, or the professional development of the post holder.

Whilst this job description provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the college's policies, procedures and ethos.

The College reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Settle College are successfully achieved.


In relation to Data Protection, information Security and confidentiality, all staff are required to comply with the college's policies and supporting documentation.

The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time to time.



Criteria						
Excellent interpersonal and communication skills, including advisory and persuasive skills	✓					
Appropriate experiences of working with children, ideally relevant to the subject area.					✓	
Knowledge of school procedures					✓	
Knowledge of child protection legislation and procedures	✓					
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓					
Organisational Skills	✓					
Ability to work successfully as a team	✓					
A wiliness to attend all necessary training for the post and maintain a high level of up to date knowledge	✓					
Ability to work on own initiative	✓					
Confidentiality	✓					
Skills, Qualifications and Training						
Self Motivation	✓					
Punctuality	✓					
Flexible approach	✓					
Attention to detail						
Attributes						
Enhanced DBS Clearance	✓					
To be committed to the school's policies and ethos	✓					
To be committed to Continuing Professional Development	✓					
An empathy for equality & diversity	✓					
Ensure a sensible work life balance	✓					

# APPLICATION PROCESS




Potential candidates have the opportunity to visit the College in action. Please contact Mrs Kellett to arrange a suitable appointment.

Please telephone  
01729822451  
until the closing date

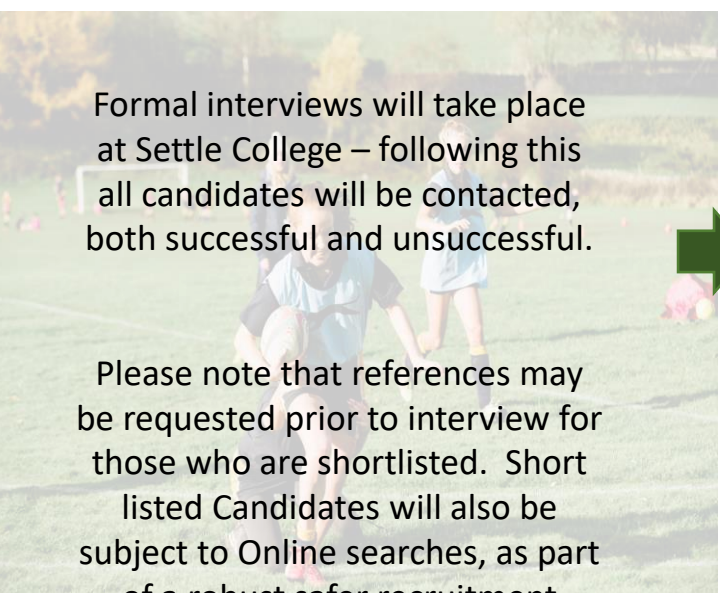
Candidates should submit the following:

1. **Completed Application Form**
2. **Personal letter of application**, which indicates your experience and impact to date and what you can offer Settle College of no more than two sides of A4.



Please email completed applications to the Headteacher, Mr Gareth Whitaker:  
admin@settlecollege.n-yorks.sch.uk

Applications by post are also accepted



Formal interviews will take place at Settle College – following this all candidates will be contacted, both successful and unsuccessful.

Please note that references may be requested prior to interview for those who are shortlisted. Short listed Candidates will also be subject to Online searches, as part of a robust safer recruitment

process,

We look forward to hearing from you.

You will be required to:  
**Attend a formal interview**

[www.settlecollege.org.uk/vacancies](http://www.settlecollege.org.uk/vacancies)

## HEAR FROM OUR STAFF AND STUDENTS

*‘Settle College, a school I will remember for being one of the most incredibly supportive environments, so much so that my outcomes would not have been where they are without the teachers and staff that supported me’*

Former student

*“The teachers are second to none and really make the school what it is.”*

Current student, year 12

*“My teachers were my absolute rock in Sixth Form. They recognised my potential and supported me so much, teaching their subjects but also treating me and my peers like young adults.”*

Former student



*“Thank you to all the teachers for being great teachers and thank you to the cleaners who keep our school clean and thank you to the chefs who cook our meals. A big thank you to everyone that is a part of this amazing school.”*

Current student, year 8