

SETTLE COLLEGE
Founded 1907



Application Pack Cleaner

www.settlecollege.org.uk



Cleaner

Application Pack

Position to start

As soon as possible.

- Established part time contract
- Term-time only plus one week in the Summer Holidays.
- Grade AB - £11.59 per hour
- Actual Salary for 10 hours per week is £5,379.40 per annum.

Benefits:

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

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admin@settlecollege.n-yorks.sch.uk

@SettleCollege

www.settlecollege.org.uk



Dear Candidate,

Thank you for your interest in the post of a Cleaner which offers the successful candidate the opportunity to work in this



thriving and successful 11-18 rural school. 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.

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.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Whitaker'.

Mr Gareth Whitaker



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.



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.

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 ([2019 Ofsted Inspection](#))

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**'.

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'.

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.

Ofsted

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

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

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

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

Cleaner

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.

This is a 10 hours role, but 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 be instrumental in supporting our Headteacher, Governors and senior leadership team as well as our amazing students.

By working for NYC Settle College, you not only have access to an excellent Local Government Pension Scheme, but also the "Everybody Benefits" Scheme, including Cycle to Work Scheme, Green Car lease offers and many other shopping and leisure discount opportunities, and access to our independent employee assistance helpline "Health Assured".



Person	Role
Mrs Georgina Daley	Operations Manager
Mr David Clay	Site Manager
Mr Alan Strickland	Assistant Caretaker (Day)
Mr Paul Green	Assistant Caretaker (Evening)
Ms Carol 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

- To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the school's 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

Safeguarding:

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

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

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 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.

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

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

Personal Qualities	Essential	Desirable
Criteria		
<ul style="list-style-type: none"> • Appropriate experience of working in the cleaning industry • Ability to work flexibly and supportively as part of a team • Ability to adhere to Health & Safety instructions 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Skills, Qualifications and Training		
<ul style="list-style-type: none"> • Self Motivation • Punctuality • Flexible approach • Attention to detail 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
Attributes		
<ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • An empathy for equality & diversity • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. • Ensure a sensible work life balance 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	

Application Process

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

Candidates should submit the following:

Completed Application Form

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.

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

Interviews will be held
w/c 26th February

Please telephone 01729 822451
until the closing date

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

by 9.00 a.m. on Monday 19th February

Applications by post are also accepted by
the stated deadline.

Please note that references may be
requested prior to interview for those who
are shortlisted.



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



Settle College - Recruitment and Selection

Settle College is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy [here](#) 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 satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Settle College is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

