



## **Framwellgate School Durham**

# **Cleaner**

### **Candidate Information Pack**

**Salary – £17,364 to £17,711 (FTE – pro rata to hours and weeks worked)**

#### **About the school**

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are approximately 1115 students on roll including 130 in the Sixth Form. Our roll is projected to increase by a further 100 in September 2019, and within the next three years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

#### **Aims and ethos**

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement (above) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018 and is being phased in over the next two years.



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## Job Description: Cleaner

Job Title	Cleaner
Grade	FSD1 (SCP 1-2)
Salary	£17,364 - £17,711 (FTE, pro rata to hours and weeks worked)
Hours of Duty	Monday 3.00pm – 6.15pm; Tuesday 3.00pm – 6.30pm; Wednesday 2.30pm – 6.00pm; Thursday 3.00pm to 6.15pm; Friday 3.00pm – 5.30pm
Postholder	Vacancy
Responsible to:	Cleaning Supervisors
Principal function	To work individually or as part of a team to undertake the cleaning of designated areas and to use own initiative throughout the school day to ensure high standards of cleanliness and hygiene are met and maintained.
Main areas of responsibility	<ul style="list-style-type: none"><li>• To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.</li><li>• To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.</li><li>• To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.</li><li>• Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.</li><li>• Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc., ensuring wet floor H&amp;S hazard signs are used when required to ensure wellbeing of staff/visitors is maintained.</li><li>• To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others' safety and wellbeing.</li><li>• To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.</li><li>• To attend any training courses relevant to the post, ensuring continual personal and professional development.</li><li>• Able to work individually and as part of a team.</li><li>• Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude. A uniform is provided and must be adhered to at all times; if you</li></ul>



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	<p>decline the footwear offered by the school then any footwear provided by yourself must be fit for purpose.</p> <ul style="list-style-type: none"> <li>The post holder may be required to undertake any other duties commensurate with the role.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school's Child Protection and Safeguarding Policy.</li> <li>All staff are expected to carry out their duties with full regard to the school's Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity &amp; Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy.</li> <li>All staff must follow the school's Health and Safety Policy.</li> <li>All staff must comply with all school policies, including the No Smoking Policy.</li> </ul>
Additional Information	<ol style="list-style-type: none"> <li>This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.</li> <li>The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder.</li> <li>The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.</li> </ol>
<p>The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service.</p> <p>Other duties may be allocated from time to time, commensurate with the grade of the post.</p>	

## Person Specification: Cleaner

	Essential	Desirable
<b>Qualifications &amp; Experience</b>		<ul style="list-style-type: none"> <li>Willingness to undertake training</li> <li>Experience of working in a team</li> <li>Experience of working in a school environment</li> </ul>



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<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Able to work to tight deadlines</li><li>• Able to work calmly, methodically and accurately</li><li>• Good interpersonal skills with both colleagues and students</li></ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Able to work effectively as part of a team and work alone</li><li>• Able to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities and any other policies/legislation in relation to the post.</li><li>• Able to form good relationships with students, staff and service users</li><li>• Able to follow direction from Line Manager</li><li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li><li>• Evidence of excellent attendance and punctuality record</li><li>• Commitment to the highest standards of child protection</li><li>• Recognition of the importance of personal responsibility for Health and Safety</li><li>• Commitment to the school's ethos, aims and its whole community</li></ul>	

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS with barred list check will be required for this post, together with completion of a pre-employment health questionnaire.



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## **The Application Process**

Please complete the Application Form available from [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk) or [www.framdurham.com](http://www.framdurham.com)

### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words. Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **Friday 31st January – 8.30a.m.** All applications will be acknowledged by email.

Shortlisting and interviews will take place shortly afterwards.