



Cleaning Assistant Stokesley School

Application Pack



**Stokesley School
& Sixth Form College**

Being the best we can be

September 2021

Welcome from the Headteacher

Dear Colleague

Thank you for your interest in joining our Cleaning Team at Stokesley School. At Stokesley all staff are equally valued and the teachers depend on the close working relationships they have with our support staff, all of whom are committed to supporting our students' learning.

If you do decide to apply please complete an application form. The closing date for applications is Monday 27th September 21 at 12 noon.

Yours sincerely,

A handwritten signature in grey ink that reads "H.L. Millett".

Mrs. H.L. Millett

Headteacher

Job Description for: Cleaning Assistant
Contract: 25 hours per week, term time only inc training days
Hours: Monday – Friday 06:30am – 08:30am and 3:30pm – 6:30pm
Salary: Grade A, point 1 (£9.25 per hour)
Responsible to: Cleaning Supervisor/ Site Manager

Job purpose:

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

Main areas of responsibility:

- General dusting of furniture, fixings and fittings.
- Dust control mopping/ sweeping of floors
- Cleaning of sanitary fittings
- Damp/wet floor mopping
- Vacuuming
- Emptying of indoor bins
- Polishing and scrubbing floors using electrical buffing machine (*training provided*)
- Polishing furniture and cleaning glass.
- Undertake any reasonable task as requested by the Headteacher or post holder's line manager

In addition all cleaning staff are expected to:

Be aware of and implement their health and safety responsibilities as an employee, and work with colleagues and others to maintain health, safety and welfare within the school.

- Work in accordance with the aims of the Equality Policy statement.
- Participate in Training and Development processes in support of their development including training in child protection and safeguarding procedures.
- To comply with policies in relation to Data Protection, Information Security and Confidentiality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

Arété Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS disclosure.

Person Specification

| ESSENTIAL | DESIRABLE |
|---|--|
| Experience | |
| <ul style="list-style-type: none"> • Commitment to and pride in previous jobs/roles undertaken | <ul style="list-style-type: none"> • Experience of cleaning in a large environment |
| Skills & Abilities | |
| <ul style="list-style-type: none"> • Ability to report repairs • Excellent communication skills • Good inter-personal skills • Ability to use initiative | <ul style="list-style-type: none"> • Knowledge of Health and Safety |
| Qualifications | |
| <ul style="list-style-type: none"> • Basic Literacy and Numeracy skills • Willingness to participate in training essential to the post | <ul style="list-style-type: none"> • Evidence of continued professional development (COSHH / Manual Handling) |
| Personal Qualities | |
| <ul style="list-style-type: none"> • Pro-active approach to work • Discretion and confidentiality • The ability to work unsupervised and prioritise own workload • Excellent team player • Good sense of humour, patience and understanding • A good work ethic | |

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to Helen Wiseman using the following email address: recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **Monday 27th September 2021 at 12 noon**

APPLICATION FOR POST OF: Cleaning Assistant at Stokesley School

Please write in black ink or type. Do not include a CV.

This application form has been designed to exclude information that might lead to discrimination.

| SECTION 1 - PERSONAL DETAILS | | | |
|------------------------------|--|--|--|
| Title: | | First forename: | |
| Other forename: | | Surname: | |
| Former Surname: | | Other names: | |
| Address line: | | | |
| Town: | | County: | |
| Postcode: | | Country: | |
| Home Phone No: | | Resident at this address since (Date): | |
| Mobile Number: | | Work Number: | |
| Email Address: | | | |

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

| SECTION 2 - PERSONAL DETAILS CONTINUED | |
|---|--|
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please provide details: | |
| If you are successful in your application would you require a work permit prior to taking up employment? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please specify dates: | Date (MM/YY) From: <input type="text"/> Date (MM/YY) To: <input type="text"/> |
| Have you ever lived and/or worked outside of the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please provide details: | |

| | |
|---|--|
| Do you hold a Certificate of Good Conduct for your time spent abroad? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide the date of issue. | Date: |

Insert your National Insurance Number:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|

SECTION 3 – SOURCE OF APPLICATION

Where did you see the vacancy advertised?

SECTION 4 – SECONDARY EDUCATION

| Subject | Qualification (n.b. include level 2 and level 3 qualifications) | Grade | Month/Year obtained (Mandatory) |
|---------|---|-------|---------------------------------|
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SECTION 5 – FURTHER EDUCATION

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

| School, College or University | Subject | Qualification/Level | Grade | Year Obtained / Examination Date |
|-------------------------------|---------|---------------------|-------|----------------------------------|
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SECTION 6 – CPD

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

| Organising Body | Nature/Title of Course | Dates |
|-----------------|------------------------|-------|
| | | |
| | | |
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SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES

| Institute | Grade of Membership, Membership Number | Enrolment date | Examination date | Expiry date |
|-----------|--|----------------|------------------|-------------|
| | | | | |
| | | | | |
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SECTION 8 – REGISTERED COUNCILS

| | |
|---|--|
| Are you registered with the Institute for Learning? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you have answered Yes, please provide your Registration number: | |

Teaching Roles only:

| | |
|---|--|
| Teacher Reference Number: | |
| Current salary point: | |
| Date QTS awarded: | |
| Induction period completed? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you have answered Yes, please confirm the date: | |
| If you have answered No, please select the appropriate option: | Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/> |

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT

| | |
|---|---|
| Name of Employer: | |
| Local Education Authority: | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | Grade: |
| Number on roll (<i>teaching roles only</i>): | Age Range (<i>teaching roles only</i>): |
| Date of appointment (Month/YYYY): | Salary: |
| Notice Required () Weeks: | Telephone number: |
| Leave date (if applicable- Month/YYYY): | Reason for leaving (if applicable): |
| Summary of current job role; duties and responsibilities: | |
| | |

SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

| | |
|---------------------------|------------------------------------|
| Name of Employer : | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | |
| Job Role Summary: | |
| | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable) |

| | |
|--------------------------|-----------------------------------|
| Name of Employer: | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY) | Reason of leaving (if applicable) |

| | |
|-------------------------|-------------------------------------|
| Name of Employer | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable): |

| | |
|--|-------------------------------------|
| Name of Employer | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable): |
| Please provide details for any gaps in your employment history when you have not been in education, training or employment. | |
| Please list dates and the reason (i.e. Travel, Parental leave etc) | |
| Gaps in employment (including dates) | |

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SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

| | |
|---|--|
| Title: | First forename: |
| Other forename: | Surname: |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: | Relationship to you? |
| Do you give permission for referees to be contacted prior to an offer of employment being made? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE

| | |
|---|--|
| Title: | First forename: |
| Other forename: | Surname: |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: | Relationship to you? |
| Do you give permission for referees to be contacted prior to an offer of employment being made? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

SECTION 13 – DECLARATIONS AND CONSENTS

| | |
|---|--|
| Do you consider yourself to have a disability: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event. | |
| Are you related to any member or employee of Areté Learning Trust? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If you answered Yes, please provide details.

| | |
|---|--|
| I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

| | |
|--|--|
| Capability/Performance | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please provide details: | |
| Disciplinary | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please provide details: | |
| Are there any dates when you would not be available for interview in the near future? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please provide details | |
| Please state the date on which you could take up duty if appointed. | |
| I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever been convicted of a criminal offence/received a caution, reprimand or warning? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.

As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.

| | |
|---|------------|
| | |
| What was the date of the conviction(s)? | (DD/MM/YY) |
| | |

SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: Date:

SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data. In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

| | | | |
|-------------------------|--|--|---|
| Gender | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Prefer not to disclose <input type="checkbox"/> |
| Ethnic group | White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/> | Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/> | |
| If Other please specify | | | |