

Cleaner/Dining Hall Supervisory Assistant

Salary range:	Grade 1 £9:00 per hour (pay review pending)
Number of Hours:	Cleaning - Two part time/ casual posts working 17-20 hrs per week between 2:00pm to 6:30pm. Term time only Lunchtime time Supervisory Assistant – casual post working 2 hours per day between 12.15-2.15pm. Term time only
Temporary or Permanent:	Temporary/Casual – fixed term up to 21st July 2021
Closing Date: 21st October 2020	Interview Date: planned for week commencing 2nd November (date to be confirmed)

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to “be the best you can be”.

We are looking to appoint two friendly and enthusiastic cleaners/lunch time assistants to join our team, working under the supervision of our Cleaning/Catering Manager. The cleaning role is to undertake as part of a team the cleaning of designated areas within the Academy, ensuring that it is kept in a clean and hygienic condition. The supervisory post is to supervise lunchtimes in the dining area and undertake cleaning as necessary.

The successful candidate must be:

- Committed to making a difference to the lives of pupils,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and their colleagues,
- Values driven and
- Someone who can forge positive relationships with students to encourage great learning.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date 21st October 2020.

If we receive a high number of applications we reserve the right to close the vacancy early therefore, it is strongly advised that you complete and return your application as soon as possible. CV's not accompanied by a completed application form will not be accepted. Completed applications should be returned to: vacancies@whitleyacademy.com

Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

Cleaner/Supervisory Assistant Job Description

Job Title:	Cleaner /Supervisory Assistant	Pay scale:	Grade 1 £9ph
Line Manager:	Catering/Cleaning Manager	Location:	Whitley Academy

Job Purpose

To undertake, normally as part of a team, the cleaning of designated areas within school, to ensure that they are kept in a clean and hygienic condition. Individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the School.

Duties and Responsibilities:

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Emptying rubbish bins.
- Polishing and dusting of the designated areas, (may include toilets and shower areas).
- Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Open and lock doors as required, collecting and returning keys to caretaker or other supervisor.
- Makes sure that work is carried out to the standard required by the Cleaner-in-Charge.
- Act in accordance with DSO practice that clients are treated courteously.
- Show a degree of flexibility to provide cover for absent colleagues and to cater for any emergencies which may have occurred during the day that require a change of cleaning routine
- Supervising pupils in the dining hall, ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher.
- Arranging an orderly start to lunch.
- Undertake ancillary duties including the wiping of tables, cleaning of spillages.
- Follow fire evacuation procedures and checking pupils are safe.
- Putting away tables and chairs.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: Catering/Cleaning Manager

Date Reviewed: Sept 2020

Cleaner/Supervisory Assistant Personal Specification

Essential	Desirable	Evidence
Qualifications & Experience <ul style="list-style-type: none"> Relevant job experience. Right to work in the UK Basic reading and writing skills 	<ul style="list-style-type: none"> School working experience 	Application form, Original Qualification Documents & references
Knowledge & Understanding <ul style="list-style-type: none"> Basic Health & Safety in a Building Cleaning environment 		Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> Able to clean to a required standard. Ability to read and write for the purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets, etc. Communicate effectively with pupils to keep control, pass instructions in a firm but pleasant manner Able to understand and respond to verbal instructions. Able to work to varying deadlines. Able to lift and move heavy cleaning equipment. Able to bend and stretch on a regular basis. Able to work without constant supervision. Able to work unsupervised and as part of a team. 		Application, references & selection process
Whitley Characteristics <ul style="list-style-type: none"> Resilience and initiative. Passion for all young people's learning Enthusiastic about teaching and learning in your subject Positive outlook Team Player Advocacy for Whitley Academy students and their community 		Application, references & selection process
Special Requirements We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).		

Updated: September 2020

Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.