

CLEANER

CANDIDATE INFORMATION PACK



Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 and 6 are taught in our primary village but, unlike in many primary schools, also have access to our fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities to enhance their learning.

Years 7 to 13 are taught in the main school building site and benefit from a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students.

It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully



NEIL RODGERS
Executive Headteacher

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Equal Opportunities

James Calvert Spence College is committed to ensuring equal opportunities. All qualified applicants will receive consideration for employment without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity.



Acklington Road, Amble,
Northumberland, NE65 0NG



Tel: 01665 710636
Email: enquiries@jcsc.co.uk
Web: www.jcsc.co.uk



South Avenue, Amble,
Northumberland, NE65 0ND

Cleaner

16 hours per week (term time plus 9 days)

Permanent

Band 1: £8,658 - £8,802

To start as soon as possible, we seek to appoint a committed and enthusiastic individual to join our facilities team.

Typical working hours are:

| | |
|-------------------|---------------|
| Monday – Thursday | 15.20 - 18:40 |
| Friday | 15:20 - 18:10 |

The successful candidate will:

- be able to work independently or as part of a team;
- be responsible for cleaning designated areas such as classrooms, specialist areas, corridors and toilets;
- work flexibly as directed to ensure all areas of the site are well-maintained.

Further details about the school and vacancy can be obtained from <https://www.jcsc.co.uk> or by emailing skeenan01@jcsc.co.uk, Premises and Health & Safety Manager.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You can view our policy for Safeguarding and Child protection [here](#). An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying?

Completed forms should be emailed to Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk.

The closing date for applications is noon on Friday 1 March 2024.

Interviews will take place during week commencing Monday 4 March 2024..

JOB DESCRIPTION

| | | | | |
|--|---|--|----------------------------------|---|
| Post Title: Cleaner | | Director/Service/Sector: James Calvert Spence College | | Office Use |
| Band: 1 | | Workplace: Site based | | JE ref: SG40 HRMS ref: |
| Responsible to: Caretaker | | Date: | Lead & Man Induction: | |
| Job Purpose: Clean designated areas, as directed include toilets and associated facilities, ensuring that they are kept in a clean, safe and hygienic condition. | | | | |
| Resources | Staff | None | | |
| | Finance | None | | |
| | Physical | Shared responsibility for the careful use of equipment. | | |
| | Clients | None | | |
| <p>Duties and key result areas: carried out in accordance with the school specification, individually or as part of a team, these include, but are not restricted to:-</p> <ol style="list-style-type: none"> 1. Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary. 2. Empty litter bins and otherwise remove small quantities of rubbish. 3. Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times. 4. Open and close premises as necessary, ensuring that the security of the premises is not compromised. 5. Other duties appropriate to the nature, level and grade of the post. <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p> | | | | |
| Work Arrangements | | | | |
| Transport requirements: | None | | | |
| Working patterns: | Determined by designated area and usage and contract of employment. | | | |

Northumberland County Council

PERSON SPECIFICATION

| | | | |
|---|---|--|------------------|
| Post Title: Cleaner | | Director/Service/Sector: James Calvert Spence College | Ref: SG40 |
| Essential | Desirable | | Assess by |
| Qualifications and Knowledge | | | |
| No particular knowledge or qualifications are required | Some knowledge of the range of tasks together with the operation of associated tools and equipment. | | |
| Experience | | | |
| No specific experience in the workplace is necessary. | Some experience in a building cleaning environment. | | |
| Skills and competencies | | | |
| Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. Listens, consults others and communicates clearly. Reliable and keeps good time. | | | |
| Physical, mental, emotional and environmental demands | | | |
| Regular need to lift and carry items of moderate weight. Maintain an awareness of surroundings and safe working methods. Limited contact with, or work for, others leading to few emotional demands. Normally indoors with some exposure to unpleasant conditions such as toilet areas. | | | |
| Motivation | | | |
| Appropriately follows instructions to achieve set objectives. Committed to the provision of quality services to achieving customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. | A willingness to undertake job related training. | | |
| Other | | | |
| | | | |