



School Cleaner

Contract: 2x school cleaner posts 15 hours/week
term time only 4:00 – 7:00pm

Responsible to: Site Manager

Pay Grade: Scale point 1 Point 2 = £8001.89



Thank you for your interest in joining Casterton College Rutland.

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don't observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either.

We don't have mock Ofsted's or subject focus weeks and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated as professionals and respected.

We are a single academy trust so there is no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that's down to our ethos and approach. We are proud to be comprehensive and our ethos is 'ability is not fixed,' because we believe that in the right circumstances

every child can do remarkable things. The challenge for us is to create the right circumstances.

You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren't any of those things. We just do the ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one other.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

Carl Smith
Principal



All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

Student Welfare

Follow behaviour protocols as set out by the school

Report all incidents of bullying and other forms of harassment and follow school procedures in all cases.

Read, understand and apply the procedures in the school's Child Protection policy and report all concerns immediately to the named officer for child protection

Ensure that the health and safety of students, both in and around school is always paramount and school protocols are followed in full.



Purpose of the role

To work within a team directed by the Site Manager - Premises Officer to provide a high standard of premises cleaning & care in all areas of the College.

Areas to be cleaned

Classrooms, Corridors, Stairs, Changing Rooms, Staff room, Offices, Sports Hall, Main Hall, Staff and Student toilets.

What has to be cleaned

Desks, Light switches, Door handles, Floors, Walls, Windows, Other Surfaces – skirting boards, stair rails, internal glass (doors / windows), window sills & ledges, Emptying of bin

Methods of cleaning

Vacuum, Sweep, Mop, Dust, Wet Wipe & disinfect, Removal of chewing gum and other matter, Removal of graffiti and other stains and damage to walls / carpets, Emptying of waste bins, clean if required and replacement of plastic liners if appropriate, Removal of waste to designated area

Tasks to be completed

As per work schedules issued for daily, major and minor annual cleaning within the areas designated by the Site Manager. Picking up litter whilst carrying out your duties, inside and outside of college buildings
Litter pick around the school as and when directed by the Site Manager.
Wipe / clean / sweep areas when spotted walking around site



Other responsibilities

- To report to the Site Manager of any defects in the fabric/furniture/ fixtures & fittings observed whilst carrying out cleaning duties.
- To be aware of the Health & Safety Policy of the College and to follow Health & Safety Regulations at all times.
- To assist with security and maintenance of the building, ie locking and opening various parts of the building

Additional Information

1. The annual clean is an in-depth clean and normally worked as follows but may be varied to suit the College: 1 weeks during College Summer holidays, 3 days during the Easter holiday and 2 days during the Christmas Break.
2. Staff holidays must be taken during the period of the College holidays unless by prior agreement with the Principal.
3. Salaries are paid monthly in twelve equal instalments on the penultimate working day of each month with any additional time worked being paid a month later. (e.g. Extra time worked in December would not be paid until the end of January.)
4. All permanent staff have the opportunity to join the Local Government Superannuation Scheme.
5. Staff will be expected to undertake any training that the College management believes necessary (including Child Protection, etc.) and to attend meetings as and when required. Any hours worked beyond contracted hours are paid at the normal hourly rate.
6. Whilst Premises Assistants / School Cleaners are normally given a designated area to clean, this may be varied to meet the needs of the College.

This job description is current at the date shown, but may be changed by the Principal to reflect or anticipate change in the job commensurate with the grade and job title.

Benefits

Local Government Pension Scheme

Discounted rates at our onsite Casterton Nursery

Free tea and coffee

Free parking

How to apply

Only applications submitted on the College application form will be considered (available on our website www.castertoncollege.com) along with a letter of application (no more than 2 sides of A4) and emailed to: Stephanie Shelton on bells@castertoncollege.com

Casterton College Rutland is committed to the protection and safety of its young people. And need for successful applicant to be DBS checked.

Casterton College Rutland is an equal opportunities employer