



*Saint Joseph's*  
CATHOLIC SCHOOL

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Cleaner

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CANDIDATE INFORMATION



## Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of Head of Year at St Joseph's Catholic School.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

**Mr J. McParland**  
Interim Headteacher



## Key Information

Post: **Cleaner**  
Salary Range: **£11.59 per hour (pay award pending)**  
Responsible To: **School Business Manager**  
Contract Type: **Permanent, 3:30pm–7:30pm Mon–Fri, term time plus 1 week**

## Dates

Application Deadline: **Ongoing**  
Interviews: **TBC**  
Start Date: **TBC**

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



## Responsibilities & Key Tasks for Cleaner

### **Main job purpose:**

To undertake general duties necessary to provide a clean, hygienic, and safe environment for teaching and other school activities.

### **Main responsibilities:**

- To carry out cleaning tasks set out in the school's cleaning schedule.
- To use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the site manager.
- To observe health & safety requirements.
- To undertake any training as required.
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school
- To observe safeguarding procedures.

### **Key contacts & relationships:**

Regular contact with site manager, other cleaning staff and general contact with school staff.

### **Work demands:**

Daily use of cleaning equipment, chemicals and machinery. Some lifting is required as is moving furniture as part of routine cleaning duties. On occasions vomit and excrement may need to be cleaned up.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

### **Notes on Safeguarding & Child Welfare:**

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Please note that in line with 'Keeping Children Safe in Education 2022' guidance, the school conducts online searches via the internet on all applicants that are shortlisted for interviews.



“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”



## Person Specification for Cleaner

Criteria	Essential	Desirable	Identified By
<b>Qualifications</b>			
Ability to read and write in order to follow instructions, leave messages	✓		Application Form
Able to do basic calculations	✓		Application Form
<b>Experience</b>			
Working with minimum supervision	✓		Application Form
Cleaning experience in a school setting		✓	Application Form
<b>Knowledge &amp; Skills</b>			
Cleaning techniques	✓		Application
Cleaning materials	✓		Interview
Ability to plan & prioritise	✓		Interview
Electrical cleaning equipment (hoover, buffer, etc)	✓		Application, Interview
Able to lift and carry tools and equipment as necessary	✓		Interview
Commitment to team working	✓		Interview
Basic communication skills	✓		Interview
Basic knowledge of health and safety, COSHH and manual handling		✓	Application, Interview
<b>Commitments</b>			
Sympathetic to Catholic values	✓		Interview
Committed to safeguarding and promoting the welfare of students	✓		Interview
<b>Personal Qualities</b>			
Reliable and hard working	✓		Interview
Ability to establish good working relationships with other staff	✓		Interview
Good health	✓		Interview
Willing to be flexible with working arrangements (i.e. covering staff sickness)	✓		Interview





# About St Joseph's Catholic School

## ***"Excellence for the sake of the Gospel"***

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

## Our School Ethos

**St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

## Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





## Academic Success

**Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.**

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



## Safeguarding & Child Protection

**The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.





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Thank you for your interest –  
we look forward to hearing  
from you soon.

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