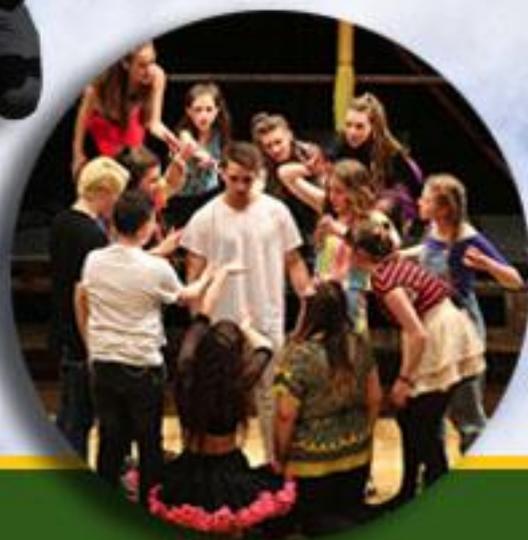




BICESTER LEARNING ACADEMY

APPOINTMENT OF Cleaner (part-time)

To work across all Bicester Learning Academy Sites





THE VACANCY

The Bicester Learning Academy which includes The Cooper School and Glory Farm Primary School are looking for cleaners to join our team.

We have vacancies across our sites, working up to 10 hours per week. Morning shifts (6.30am to 8.30am) and afternoon shifts (3.30pm to 5.30pm) are available. You will work 44 weeks of the year (50.15 weeks including paid holiday weeks).

Annual salary is dependent on hours worked. The current rate is £7.78 per hour.

Flexibility of working hours is required during school holiday periods due to site opening hours.

Candidates should:-

- have a broad understanding of cleaning standards;
- have previous experience as a cleaner or a willingness to learn the skills required to do the job;
- have the ability to carry out general cleaning duties as detailed in the job description;
- be punctual and reliable;
- be physically able to perform duties;
- have the ability to read and understand information e.g. instructions;
- have the ability to manage time effectively and to complete tasks to a high standard;
- have the ability to prioritise work;
- be able to work with minimum supervision;
- have the ability to work both alone and within a team to achieve specified standards;
- have a knowledge/awareness of Health and Safety issues in a school;
- have an awareness of responsibilities for health and safety of themselves and others;

To be considered for this role an application form must be completed. This form is available on the Academy website:

www.bicesterlearningacademy or please contact:

Human Resources

Tel: (01869) 362697

Email: recruitment@thecooperschool.co.uk

Closing date for applications: Friday 16th March 2018

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





JOB DESCRIPTION

Job description for:	Cleaner
Grade:	1
Working hours per week:	Various part-time hours available
Working weeks per year:	Term-time plus inset days and 5 weeks during school holidays
Principle place(s) of work:	The post-holder will be expected to work flexibly across all Bicester Learning Academy sites
Immediate line manager:	Cleaning Supervisor
Staff managed:	None
Job Purpose:	To clean the school buildings to a high standard for all users across the Bicester Learning Academy

Main Duties/Responsibilities:

- Ensure that a high level of cleanliness is maintained throughout the school on a daily basis.
- Be responsible for designated areas, cleaning this area to the frequency and standard specified, using the correct techniques and cleaning equipment.
- Replenish supplies of toiletries, bin liners etc., as directed.
- To ensure that cleaning equipment is in good working order; reporting any faults to the Cleaning Supervisor.
- Report to the Cleaning Supervisor any defects in your cleaning area which are likely to affect security i.e. broken/cracked windows.
- To be responsible for ensuring the security of areas cleaned, ensuring windows and doors are closed and lights switched off on completion of work.
- To use only approved cleaning materials, in accordance with manufacturer's Material Safety Data Sheets (MSDS) and COSHH regulations, as instructed; ensuring all chemicals are in correctly labelled containers.
- Inform the Cleaning Supervisor when stocks of cleaning materials and equipment are low.
- To be responsible for ensuring all cleaning stores are left in a clean and tidy condition at the end of each shift.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances which may be unsafe to other staff or pupils.
- To be responsible for contributing to major cleaning tasks as directed during school holiday periods or other designated periods in compliance with the specification for the premises.
- To be aware of their responsibilities for health and safety of themselves and others, using correct warning signs, protective clothing and safety equipment as instructed.



- Covering for absent colleagues when required, which may involve changes in hours/times worked.
- Be able to meet the organizational needs with regards to cleaning across Bicester Learning Academy.
- Any other cleaning job as directed during the course of the hours worked.

Additional duties

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSONAL SPECIFICATION

	Essential Criteria	Desirable Criteria
Education		
Relevant Experience	<ul style="list-style-type: none"> • Broad understanding of cleaning standards. • Previous experience as a cleaner or a willingness to learn the skills required to do the job. 	<ul style="list-style-type: none"> • Operation of cleaning equipment required to undertake the cleaning specified. • Able to communicate clearly, understand and follow instructions. • Experience of working in a school environment.
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • The ability to carry out general cleaning duties as detailed in the job description. • Punctual and reliable. • Physically able to perform duties. • The ability to read and understand information e.g. instructions. • The ability to manage time effectively and to complete tasks to a high level. • The ability to prioritise work. • Able to work with minimum supervision. • The ability to work both alone and within a team to achieve specified standards. 	<ul style="list-style-type: none"> • To undertake any training relevant to the role.
Special Requirements	<ul style="list-style-type: none"> • Knowledge/awareness of Health and Safety issues in a school. 	
Other	<ul style="list-style-type: none"> • An awareness of responsibilities for health and safety of themselves and others. • Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. 	



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

Email: recruitment@thecooperschool.co.uk

or by post to:

HR Office
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS





	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.