



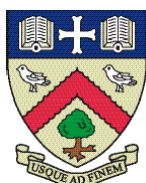
# Cleaning Assistant Candidate Information

December 2021



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHEL TENHAM BOURN SIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am 4<sup>th</sup> January 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



# CHELTENHAM BOURNSIDE SCHOOL

## Cleaning Assistant

(with some sports centre duties)

**Start date: As soon as possible**

**Salary: £8.91 per hour**

**Contract: 30 hours per week, all year round, Permanent**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a cleaning assistant to join our cleaning team.



Empowering lives through learning

**Applications by:  
9am 4<sup>th</sup> January 2022**

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)



**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**



# CHELTENHAM BOURNSIDE SCHOOL

## Job Description

### Cleaning Assistant (with some sports centre duties)

**Post title:** Cleaning Assistant (with some sports centre duties)

**Responsible to:** Cleaning Supervisor

**Working days and hours:** 5 out of 7 days, including one weekend per fortnight.

3.00pm-9.30pm (weekdays) and 8.00am-2.30pm (weekends).

**Working Weeks:** 52 weeks per year

**Contract Type:** Permanent

**Salary:**

#### Purpose

- To provide an efficient and timely cleaning service across Bournside School.
- To strive to achieve the high standards of work ethic and work quality that is expected when part of the Bournside Team.

#### Specific responsibilities

- To carry out cleaning duties in any area allocated by the Cleaning Supervisor to the required standard and within the allocated time (allocated areas are subject to change as required)
- Cleaning all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other departments)
- Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary
- Collecting and bagging of waste and making ready for disposal.
- Working as part of a team, jointly support all aspects of all sports facilities providing a high-quality customer service to all users in accordance with the normal operating procedures.
- This is a key holder position; the successful candidate will be responsible for the opening and closing of the Sports Centre and ensuring security by activation of the intruder alarm.
- Responsible for the daily Sports Centre activity set up, plus set up for internal and external events in the main school.
- To provide emergency response when required.
- Covering the Sports Centre Reception during opening hours. Answering enquiries (phone, email and face to face) ensuring a high level of customer service is given.
- Check that windows are closed and lights turned off before leaving the area
- Ensuring cleaning materials and equipment are used in a safe, efficient and cost effective manner
- Ensuring that all cleaning equipment used is cleaned before returning to the stores
- To report any defects in plant, equipment or the working environment to the Cleaning Supervisor.

- The main duties of this role will be based within the Sports Centre, however there may be times when it is required for work to be completed in other areas of the school.
- To be responsible for your own work with minimal supervision and to work as a valued member of the cleaning team
- Ensuring that health and safety guidelines are followed at all times whilst on the premises and to take reasonable care to safeguard your own safety and that of others with whom you work
- Provide cover for other members of staff who are absent as required (this could mean allocation to other areas as and when required)
- To undertake training in health and safety, the correct use of cleaning chemicals and the use of cleaning equipment such as floor machines, vacuum cleaners and wet pick ups
- Ensuring that users of the building are treated with courtesy, care and consideration
- To take every opportunity to promote a positive image of the cleaning team and the Academy to all users of the building and in the local community.
- Opening and closing the school at times determined by the Facilities & Estates Manager, including ensuring that the fire and intruder alarms are fully operational.

### **Special conditions**

This job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Specific duties which are relevant to the actual post are detailed in a bespoke job description.



## Person Specification

### Cleaning Assistant (with some sports centre duties)

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Commitment to complete relevant training, including first aid, COSHH awareness, manual handling and health &amp; safety training.</li></ul>	
Experience, understanding, and knowledge	<ul style="list-style-type: none"><li>• Have cleaning experience.</li><li>• Knowledge of cleaning systems</li><li>• Have high standards of work.</li><li>• Willing to undertake trainings courses that are relevant to the post and that are required for health &amp; safety purposes.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an education environment</li><li>• Basic knowledge of first aid.</li><li>• Knowledge of Safeguarding.</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• Able to adopt a proactive approach to cleaning.</li><li>• Ability to work effectively within a team environment.</li><li>• Ability to build effective working relationships with all colleagues.</li><li>• Ability to promote a positive ethos and work ethic.</li><li>• Dedication to providing excellent customer service.</li></ul>	<ul style="list-style-type: none"><li>• Be willing to undertake a variety of duties when necessary</li></ul>



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

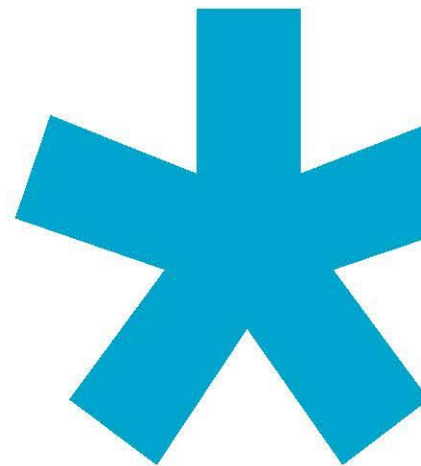
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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