



Cleaning Assistant Candidate Information

April 2024



**CHELTENHAM
BOURNSIDE
SCHOOL**

Inspiring lives
through learning



Welcome to Bournside

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. 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. All that leads to what OFSTED called “a harmonious school”.

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. Indeed, OFSTED commented on the strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults. 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.

If you have any questions regarding the position please contact Mr Piers Cardon Facilities Manager on ptc@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

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 short supporting statement outlining how you feel your experience, skills, and attributes make you suitable for the role. ***The deadline for applications is Friday 5th April 2024. Sending your application as soon as possible is recommended as we reserve the right to appoint before the closing date.***

I look forward to receiving your application to join us in [inspiring lives through learning](#).

Steve Jefferies
Headteacher



Cleaning Assistant

Start date: April 2024
Salary: £11.44 per hour
Contract: 20 hours per week,
42 weeks per year, 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 2022), 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. As cleaning assistant, you will provide an efficient and timely cleaning service across the school.



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Applications by:
Friday 5th April 2024

You will usually work Monday to Friday 3:30pm to 7:30pm. There is a possibility that we can offer some flexibility in hours worked therefore if you are looking for different hours or work on specific days, please state this in your application form.

You will be required to work term time, on INSET days and three weeks in the school holidays for deep cleans which is a total of 42 weeks per year.

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/



Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Cleaning Assistant

Post title: Cleaning Assistant

Responsible to: Cleaning Supervisor

Hours per week: 20 hours per week

Working days and hour: Monday to Friday 3:30pm to 7:30pm

Working Weeks: 42 weeks per year (term time, plus inset days, plus 3 weeks for deep cleans)

Contract Type: Permanent

Salary: £11.44 per hour

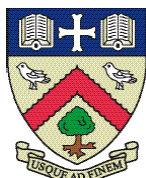
This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

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
- 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
- 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, 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



Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. 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. You may be required to carry out other duties commensurate with your role.

Person Specification

Cleaning Assistant

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



Employee Benefits

Cleaning Assistant

General

- Attractive salary and pension
- 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
- 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 necessary training for the role.

Statutory and other benefits

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



We are...

AMBITIOUS

We aim for the very best in all we do

CURIOUS

We have enquiring minds and are not afraid of challenge

PROUD

We celebrate everyone's effort and achievements

PURPOSEFUL

We persevere to achieve our goals and aspirations

RESPECTFUL

We care about each other and believe in equality and kindness

SUPPORTIVE

We make a positive difference to each other's lives



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