



# SHENFIELD HIGH SCHOOL

CLEANING STAFF

APRIL 2025

Information for candidates

# CLEANING STAFF

## Required April 2025

### **The role**

An opportunity has arisen for a cleaner with a positive and can-do attitude to join our team. Here at Shenfield High School, we believe that everyone plays an important role in ensuring the school runs effectively therefore, the successful candidate will be keen and driven to support the students on their journey through secondary school. Joining a team of friendly and hard-working cleaners, you'll be able to work independently and as part of a team.

He/she will make a genuine commitment and input positive contributions within the cleaning department, pushing to achieve great results understanding that your work is vital to teachers and pupils alike, allowing the staff to have a clean workspace ready to start their day.

### **Our School**

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

### **We can offer you:**

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Employee Assistance programme

### **We can also offer you:**

- A chance to work alongside an enthusiastic and dedicated cleaning team
- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement

If you would like an informal discussion about this position and/or a pre-application visit please contact the Headteacher's PA, Mrs Watson: [c.watson@shenfield.essex.sch.uk](mailto:c.watson@shenfield.essex.sch.uk)

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

## Job details

**Start date:** April 2025

**Pro – rata'd Salary:** £,9111 Scale 1 Point 2, plus fringe allowance

**Working Hours:** Mon – Fri 3.15pm – 6.15pm 15 hours per week 42 weeks per year

**Contract type:** Permanent

**CLOSING DATE:** 13<sup>th</sup> April 2025 (midday)

**Interviews:** w/c 14<sup>th</sup> April 2025

Please apply using the application form and a cover letter that outlines how your experience and skills fulfils the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - [www.shenfield.essex.sch.uk](http://www.shenfield.essex.sch.uk).

**Please Note** - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

## JOB DESCRIPTION: CLEANER

**Reporting to:** Estate Manager

### Overall Purpose of Post

To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.

### Main purpose

- To carry out cleaning in all and any areas of the school.
- Frequency of cleaning to be undertaken as directed by Procedure Codes.
- 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.
- Assisting with the locking and unlocking of school buildings and rooms.
- To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals.
- To notify the Caretaker or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- In emergency situations to assist with the clearing of snow and ice from paths and entries.

## **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Undertaking training in use of methods, materials and equipment, as instigated by your Supervisor.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Ensure the effective deployment of classroom support.

## **Standards and Quality Assurance**

- Support the aims, ethos and values of the school
- Set a good example in terms of dress, punctuality and attendance.
- Participate in staff training.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Experience of cleaning in a professional/work environment is desirable but not essential as training will be provided.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of cleaning in a professional/work environment is desirable but not essential as training will be provided.</li></ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"><li>• Ability to understand and comply with work instructions written and verbal.</li><li>• Ability to follow manufacturers' instructions with regard to cleaning chemical usage.</li><li>• Unswerving commitment to implementing whole school/staff policies relating to the safeguarding of children.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Positive and professional.</li><li>• Methodical approach to cleaning.</li><li>• Genuine commitment to high quality cleaning.</li></ul>

## ABOUT US

*"Our vision is to prepare our students to embrace all opportunities and fulfil all ambitions. We strive to ensure our students are known and known well and prepared for a future of lifelong learning"*

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We have over 1500 students on roll including more than 300 students in our sixth form; this year we have received over one thousand applications for 240 places in year 7 in September 2023.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



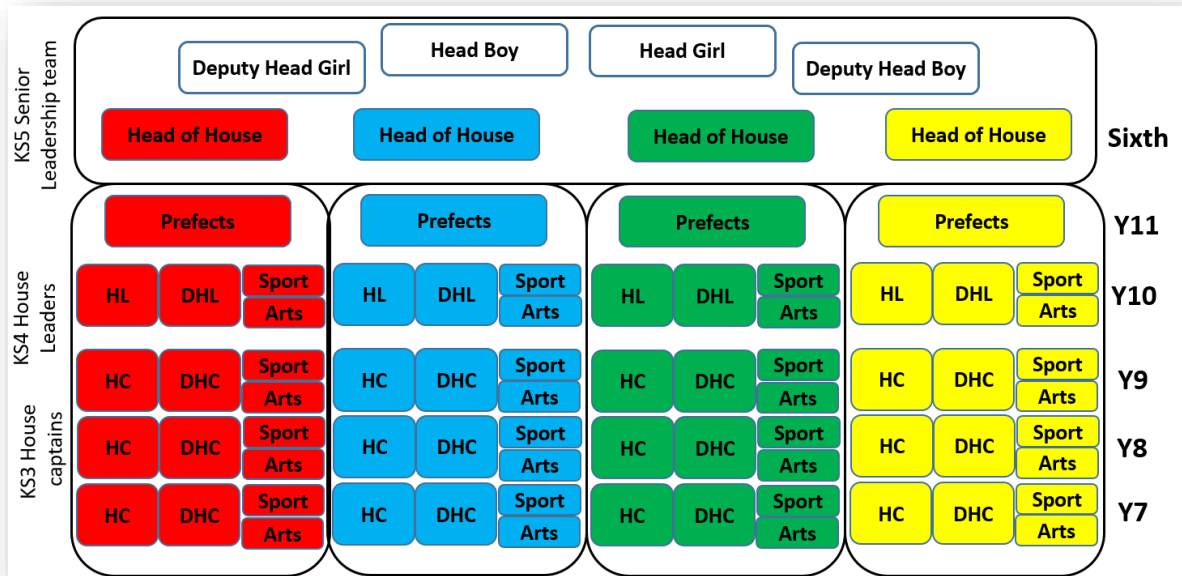
The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



SHENFIELD  
HIGH SCHOOL

RESPECTFUL  
RESPONSIBLE  
READY

Our school values form the basis of our behaviour and rewards policies and underpin our school culture whilst our House System forms the scaffold for our student leadership structure.



Student Leadership is no more evident than in our Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee-paying schools.



## SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing:



- Three Year School Strategic Plan put in place to limit lurches based on annual outcomes
- 'People' a key part of strategic framework for all decision making
- Weekly briefing to limit whole staff emails and to ensure the week ahead is planned for
- Meeting time for 2023-24 stripped back
- Team Leader briefings reduced in frequency and duration
- Teacher contact time reduced across the board in 2023-24
- Wall planner showing key dates for the year ahead
- No requirement for data drops in school monitoring cycles
- Only one parental report each year with no requirement of written input from teachers
- All staff have access to external support service <https://www.educationsupport.org.uk/>
- HR Manager and Head teacher are MHFA trained
- Senior designated mental health lead in post ([Georgia Edwards](#))
- New mental health strategy in place
- GOVOX introduced to support individuals with tips to support mental wellbeing and to also provide school leaders with information on wider staff concerns

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school. On the following page you can find an overview of our strategic framework that highlights our key focus areas for the years ahead.

# THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour, contact the Headteacher's PA, Mrs Watson [c.watson@shenfield.essex.sch.uk](mailto:c.watson@shenfield.essex.sch.uk)

- **The deadline for applications will be 13<sup>th</sup> April 2025**
- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk [e.kirk@shenfield.essex.sch.uk](mailto:e.kirk@shenfield.essex.sch.uk).
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

**Clare Costello**

Headteacher

