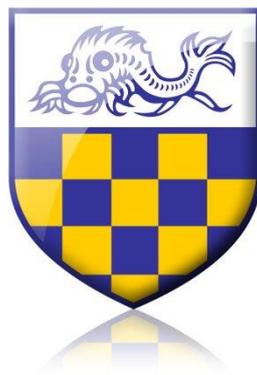


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2017**

**Cleaner**



# Longhill High School

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

5<sup>th</sup> April 2017

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.longhill.org.uk](http://www.longhill.org.uk)

Our recent Ofsted Inspection Report (2016) has confirmed that Longhill is moving in the right direction, citing that 'there is much expertise within the teaching staff which generates enthusiasm for learning in many pupils'. Longhill is a truly comprehensive school, with a lively and committed staff that are united in their determination to make it a great school in which all our present and future students can fulfil their potential.

Your commitment and enthusiasm towards the Longhill ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of Mr J Hollingworth, Business Manager, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

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

Yours sincerely

**Miss K Williams**  
**Headteacher**

## **Longhill High School - Cleaner**

### **Job Description**

**Job Title:** Cleaner - Full year.

**Responsible to:** Premises Manager via Team Leader.

**Hours of work:** 27.5 hours per week. 3 to 9 pm Monday to Friday. Hours of work include a 30 min unpaid break at 5.30 to 6 pm. Working hours during school holidays are 9.30 am to 3.30 pm.

During October, the school holds an open day for new pupils and parents. On that day you are required to start work at 12.00 noon. There are other important dates in the school calendar when you may be required to adjust your hours of work.

**Pay:** £8.45 per hour NJS Scale 1/2. (£12,116 to £12,256 annual salary)

**Notice:** One month required.

### **Purpose of the Job**

To maintain cleanliness, tidiness, hygiene and safety within the school buildings and its grounds, in order to ensure the health, welfare and safety of staff, pupils and visitors, in accordance with health and safety legislation.

### **Main Functions**

1. To clean designated areas as directed. These areas may be changed according to the needs of the school.
2. To ensure that cleaning trolley and materials are fully maintained and secured. Replenishment of cleaning materials is done through the Cleaning Team Leader when required.
3. To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
4. To take appropriate health and safety precautions, where necessary, whilst carrying out duties thereby ensuring the personal safety of all staff, pupils and visitors.
5. To operate cleaning machinery in accordance with instructions and/or training, and within Health & Safety guidelines, and to keep such machinery in clean and safe condition, reporting faults to Cleaning Team Leader.
6. To assist in other areas of the school when required. This may be to cover a colleague when sick or on holiday.

### **General accountabilities:**

1. To ensure confidentiality of all information is maintained at all times
2. To undertake other tasks as directed by the Line Manager.

3. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. To be aware of and support difference and equal opportunities for all.
5. To contribute to the overall ethos of the school.
6. To participate in training and other learning activities and performance development as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

**Post Title:** Resource Support Level A - Cleaner

<b>Criteria</b>	<b>Essential Criteria</b>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items and operate vacuum cleaners, scrubber dryers and floor mops.</li> <li>• The ability to work flexible hours.</li> <li>• Willingness to undertake necessary tasks of an unpleasant nature.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations.</li> <li>• Flexibility.</li> <li>• Reliability.</li> <li>• Mature attitude to work.</li> <li>• Willingness to learn, keep up to date with and implement Health &amp; Safety procedures/policies relevant to the role.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous knowledge/experience of cleaning.</li> <li>• Experience of use of cleaning machinery.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.</li> </ul>
<p>Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	

## Organisational Chart



## Working Practices – Cleaning Staff

1. During working hours, the use of Ipods/MP3 players etc. with headphones are not allowed. This is for Health and Safety reasons. You cannot hear the Fire Alarm with headphones in. You may use a radio/cassette/CD player to listen to music, provided that it is not too loud, in order that you can hear the Fire Alarm.
2. During working hours, the use of mobile telephone is not allowed.
3. Annual leave should be taken on dates arrived at by mutual agreement. (School based staff will take their leave during school closures). Ref – Brighton and Hove City Council, Employee Rights and Responsibilities and also Brighton and Hove City Council, Annual Leave Policy. **Do not book your holiday without first having confirmed the time off from work.** This was first emphasised to you in the 18 June 2008 letter and it is for Full Year staff only.

By the end of January each year you will be asked to submit your holiday requests. No more than **five** staff will be permitted to take the same holiday. This is to ensure adequate standards are maintained. Staff holidays are to be taken during the school holiday period, which is indicated in yellow on the calendar. This is to ensure that the schools' needs and requirements for cleaning are met.

4. Working hours. All staff are reminded that that their working hours finish at 9.00pm each day. If you have completed your cleaning earlier than this you should check that you have covered all areas listed on the Cleaning Specification and if you are happy that you have completed your tasks to the standards required, you should report to the team leader, who will allocate you additional tasks to carry out until 9.00pm. The cleaning standards will be monitored and checked by the team leader. At the end of each daily shift you are to place your cloths and mop heads in the washing machine.

Note that start and finish times change during holiday periods, Inset days and Open Day.

5. Attendance/Sickness. Staff absences in the team naturally impact on the department as all staff will be expected to cover the area of a co-worker who is absent due to illness. Attendance of all staff is recorded and monitored.

6. Once a year, normally October, we have the school open day for new pupils and parents. On that day you are required to start work at 12pm. This is the biggest day on the school calendar. This was mentioned to you all at the interview stage. LSC cleaner starts at the normal time.

7. If you remain in the school for your 30min break (5.30pm to 6pm), you must use the staff room on the lower ground floor of A Block, and eat any food in the staff room. You may use the staff room fridge for keeping fresh your food and drink. You must not eat food in any other area. **Smoking is not permitted in or on the school site. This also includes the displaying or using electronic cigarettes.**

8. In the event of a shortfall in cleaning staff, you will be asked to be flexible and understanding in your approach. The school will endeavour to fill these shortfalls as soon as possible. You will be asked to carry out a light clean of your own areas (details of the light clean will be given by the Team Leader), and then assist with the cleaning of the other area/s. Please note that this is not a change to the your 'conditions of work', but an attempt to ensure clarity of our requests.

9. If any items of this communication cause you any concern please discuss it with me. I would also be happy to speak to any representatives if this is what you wish, to ensure clarity

Once again, I would like to thank you all for your continued hard work on raising the standards of cleaning and support that you provide to the school.

**I have read and understand the contents given on this 9 page document.**

**Full name of cleaner** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Premises Manager** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



**Brighton & Hove**

SUMMARY STATEMENT ON USE OF DISCLOSURE  
INFORMATION IN RECRUITMENT & SELECTION

**Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

**Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

**Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.

**PREMISES/CLEANER HOLIDAY DATES 2017/2018**

	Apr-17				May-17				Jun-17				Jul-17					
MON	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31
TUE	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	
WED	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	
THU	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	
FRI	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	
SAT	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
SUN	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30

	Aug-17				Sep-17				Oct-17				Nov-17					
MON		7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
TUE	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
WED	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
THU	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
FRI	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	
SAT	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	
SUN	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	

	Dec-17				Jan-18				Feb-18				Mar-18				###		
MON	4	11	18	25	1	8	15	22	29	5	12	19	26	5	12	19	26	2	
TUE	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	
WED	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	
THU	7	14	21	28	4	11	18	25	1	8	15	22	1	8	15	22	29	5	
FRI	1	8	15	22	29	5	12	19	26	2	9	16	23	2	9	16	23	30	6
SAT	2	9	16	23	30	6	13	20	27	3	10	17	24	3	10	17	24	31	
SUN	3	10	17	24	31	7	14	21	28	4	11	18	25	4	11	18	25		

	<b>School Holidays</b>	Start; 8am Krystyna and Peter, remainder 9.30 am. All finish at 3.30pm. Cleaning staff take holidays during this time.
	<b>No holiday period</b>	Start; 8am Krystyna and Peter, remainder 9.30 am. All finish at 3.30pm. Cleaning staff will NOT take holidays during this time.
	<b>Public/Bank Holidays</b>	All off - no need to book holiday.
	<b>Open evening (Big Day) TBC</b>	All cleaning staff start work at 12pm.
	<b>School Closed</b>	All staff to book holiday for this period.
<b>Bryan off on all yellow, red, green and blue highlight dates.</b>		