

# Recruitment Pack

CLEANER





Dear Candidate

Thank you for your interest in the position of Cleaner at our school.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest.

I joined this vibrant, caring and progressive school in September 2020 and our school is continuing its journey towards providing an outstanding education for all our students and becoming the school of choice for Salisbury and the surrounding area.

Our school ethos is built firmly on our values and vision for young people, which you can find out more about in the enclosed recruitment information.

Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

We are fortunate to have outstanding staff and we are now seeking an additional Cleaner to maintain our environment for our students.

The successful candidate will work closely with (and under the direction of) the Cleaning Supervisor.

I hope you gain a sense of our ethos and values from the information contained in this Recruitment Pack. Further information about our school can be found on our website or on our Facebook feed.

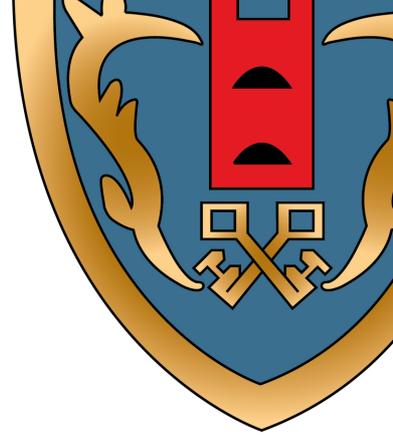
To apply for this position, you should complete the Application Form. Your supporting statement (which should be no more than 1 side of A4) should explain your reasons for applying for this position and experience to date. Training will be provided.

Email [r.reeves@trafalgar.wilts.sch.uk](mailto:r.reeves@trafalgar.wilts.sch.uk)

I very much look forward to receiving your application.

Jonathan Curtis  
Headteacher





# Our Purpose

## OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



# TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success





# Our Values

Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

## **STRONG AND SPIRITED**

They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

## **GIVING**

They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

## **DETERMINED**

They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

## **COMPASSIONATE**

They care about others and themselves and understand that sometimes people need our support.

## **ENTHUSIASTIC**

They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

## **TRUSTWORTHY**

They strive to do what is right and value honesty and trust.

## **RESPECTFUL**

They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

## **OPEN-MINDED**

They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.

WHAT  
ARE YOUR  
VALUES



# Salary

**Grade B (FTE: £18,291 - £18,656)**

**15 hours per week (1515 and 1815, Monday to Friday)**

**39 weeks per year of term-time + 1 week**



# Job Description

## Core Purpose:

To reduce the spread of disease-causing pathogens and make the school welcoming and presentable.

## Key Tasks:

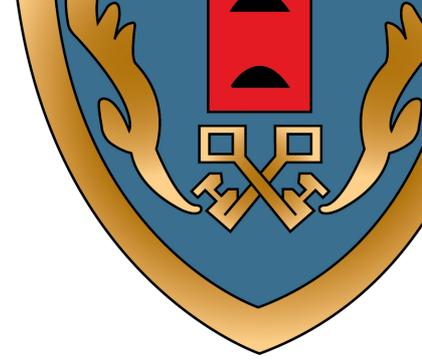
- Dusting, sweeping, vacuuming and mopping surfaces in their work area including classrooms, corridors, toilets and communal areas.
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
- Taking out refuse
- Conducting periodic disinfection and deep cleaning including carpet cleaning.

## General Responsibilities:

- To ensure all duties are carried out in accordance with Health & Safety regulations and with due regard to Child Protection and Safeguarding
- To undertake any training and development for the better fulfilment of the post
- Act at all times as an ambassador for the school and model behaviour which upholds our Trafalgar values and ethos
- Foster good relationships with colleagues, students and the wider community
- Demonstrate a commitment to personal professional development
- Carry out other duties as may reasonably be assigned by the Cleaning Supervisor or Site Manager



# Person Specification



## **EXPERIENCE**

- Cleaning

## **KNOWLEDGE AND UNDERSTANDING**

- Knowledge of cleaning practices
- Experience of working as part of a team
- Be familiar with Health & Safety in the workplace
- Evidence of a commitment to own professional and personal development
- Ability to improve own practice

## **SKILLS AND ATTRIBUTES**

- Practical skills
- Physical fitness
- Helpful and positive attitude in a busy environment
- The ability to build and maintain positive and productive relationships with colleagues and students
- Ability to work calmly and under pressure
- Ability to react appropriate to emergency situations
- Good communication and interpersonal skills
- Good organisational skills
- Attention to detail and meticulous
- Ability to work on own initiative
- Ability to prioritise own workload

