



# Applicant Information Pack

## Janitor



*'Every Individual is in a great school'*



## Headteacher letter to Applicants

Dear Applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the recently appointed Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart, and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our [website](#) and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. I hope that you are inspired by what our school has to offer.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application

We look forward to hearing from you.



**Ruth Shaw**  
**Headteacher**

## About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### Our Vision:

To ensure every individual is in a great school.

### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on.



## The 3-18 Trust: What We Offer

### Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

### **In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

#### ✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

#### ✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

#### ✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

#### ✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

#### ✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

## Job Description



<b>Title of Post</b>	Janitor
<b>Grade and SCP</b>	Grade 2
<b>Hours/Working Weeks</b>	20 hours per week, term time only
<b>Post Status</b>	Permanent
<b>Accountable To</b>	Campus Manager/Cleaning Supervisor

### Purpose of Role

- To carry out cleaning duties as directed by the Campus Manager/Cleaning Supervisor
- To help ensure that the day to day delivery of the cleaning provision within the school site is provided

### Details

- Carry out general cleaning duties as necessary and as requested in your dedicated areas
- Ensure the safe use of all machinery, equipment and chemicals when appropriate
- Report any incidents / problems to the Campus Manager/Cleaning Supervisor
- In the absence of any team members to assist in the cleaning of their dedicated areas under the direction of the Campus Manager/Cleaning Supervisor
- Be aware of and comply with policies and procedures relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and vision of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### Qualifications, Experience and Skills

- A good standard of education
- Previous experience within a cleaning environment
- Able to work effectively with colleagues from a range of backgrounds

- Experience of working in a school setting would be advantageous but not essential
- An understanding of COSHH and Health & Safety Requirements

### **Other Responsibilities**

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciate and support the roles of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed \_\_\_\_\_ Date

\_\_\_\_\_

**Headteacher**

Signed \_\_\_\_\_ Date

\_\_\_\_\_

**Name** \_\_\_\_\_

**Postholder:**

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification (or willing to undertake training)</li> </ul>
<b>Work or relevant experience:</b>	<ul style="list-style-type: none"> <li>• Previous experience working within a cleaning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education setting or other relevant environment</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of COSHH and Health &amp; safety Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering intervention to students with cognition and learning needs</li> </ul>
<b>Skills and Abilities (relevant to the post)</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to train, supervise and develop other staff</li> <li>• Ability to liaise with external companies and organisations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent organisational skills</li> <li>• Ability to work calmly under pressure</li> <li>• Ability to organise, to prioritise and meet deadlines</li> <li>• Ability to work independently</li> <li>• Flexibility and reliability</li> <li>• A positive and keen attitude with a commitment to high standards</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>	



## Application & Appointment Process

An application form is available to download from the school's website, which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

**The deadline for applications is 9.00am Wednesday 26<sup>th</sup> February**

**Interviews will be held shortly afterwards**

Please send completed applications to [toni.ferrans@wbs.318education.co.uk](mailto:toni.ferrans@wbs.318education.co.uk)  
Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.*

**In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.**