



**Cleaner (5 hours per day 06.30am till 8.30am and 14.00pm to 17.00pm
Monday to Friday)**

Please Run as Slide Show to access links on PowerPoint

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please apply as early as possible.

Thank you for expressing your interest in becoming part of our team.

At Abbey College, we believe in creating an extraordinary workplace for you to grow, whether that's personally or in advancing your career.

Our aspirations are high, not only for our students but also for our staff. We recognise that a vibrant, happy and well-supported team will help us to provide the best school experience for young people in our community.

As a successful academy, you will have a real opportunity to make a difference to the lives of our young people, at the same time as being able to progress quickly – helping you enjoy a fulfilling and rewarding career full of opportunities.

We're committed to your development and offer an extensive programme of CPD and development activities, featuring frameworks designed for Early Careers Teachers. We're proud our support for teachers in their early years has achieved the Early Career Development Quality Mark.

At Abbey College, our mission is to provide a high-quality education and ensure the best possible opportunities for our students. We know that our children only get one chance at school.

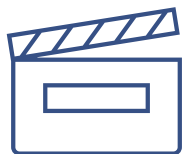
This is why we prioritise the delivery of exceptional teaching, learning, and engagement at the core of our approach.

If you feel you are ready to be the next person who can make a real difference for our community's young people, we would love to hear from you.

We would also be delighted to show you how we put these commitments into action, introduce you to our school and team, and answer any questions you might have.

Mr Andy Christoforou

Headteacher, Abbey College



School video



Curriculum journey



Prospectus



An overall Ofsted rating of 'Good'

with 'Outstanding' features

About us

Our College is a vibrant school that serves students aged 11-18 in Ramsey. Our 'Outstanding' rated Ramsey Gatehouse Sixth Form rebranded and opened its doors last September.

With approximately 1045 students, including 110 dynamic sixth formers, our College is supported by a team of 64 teaching staff and an additional 59 support staff.

Ofsted 2023

In our recent Ofsted inspection in November 2023, we achieved an overall rating of 'Good' with 'Outstanding' personal development and post-16 provision. The report commended our school for its calm and safe atmosphere, rich personal development curriculum, and expert teaching in our new Sixth Form for post-16 students.



Personal Development

"Students speak passionately about the varied and interesting careers guidance they receive. They are extremely well prepared for future study or work, and benefit from a rich and diverse personal development curriculum."



Quality of Education

"[Pupils] are well prepared to realise their potential because they study a rich and varied, well-taught curriculum. Teachers have high expectations of what pupils should achieve"



Behaviour and attitudes

"Pupils benefit from an orderly, calm environment. Transitions between lessons and social time are made in a calm manner. These established routines ensure that pupils feel safe."



Leadership and Management

"Governors fulfil their role and statutory duties with skill and dedication." Sixth Form – "Students in the sixth form benefit significantly due to an ambitious curriculum and expert teaching."

including its Personal Development

and Sixth Form provision



What will the College do for me?



Work-life balance

We understand the importance of work-life balance, which is why we have implemented policies such as no expectations to reply to emails during lessons or over weekends.

Additionally, we provide you with increased department time, led by middle leaders to encourage collaborative planning and support.

Personalised CPD (Continuing Professional Development)

Our programme is tailored to your career stage and aspirations, offering both external and internal opportunities for growth and development.

Through shadowing opportunities and a range of training initiatives, we empower you to take control of your professional journey.

Well-being support

At our college, we prioritise your well-being to ensure you can thrive both personally and professionally.

We dedicate specific training days and well-being time, providing you with opportunities to recharge and prioritise your own mental and physical health.

Our comprehensive employee assistance programme ensures that support is readily available to you whenever you need it. With trained mental health first aiders on hand, you can feel confident that assistance is accessible.



Dedicated time for training and wellbeing

with personalised plans and support

Job description

Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Purpose:

The Governing Body is seeking to recruit a new member of cleaning staff for designated areas within the College to work **5 hours per day 06.30am till 8.30am and 14.00pm to 17.00pm Monday to Friday, term time only plus 10 days.**

Cleaner

Start: ASAP

Application deadline: 12th December 2024 9am

Shortlisting: 13th December 2024

Interviews: W/C 16 December 2024

Salary: Scale Point 2 - £12.30 per Hour

Job Specification – Cleaner

Hours: Daytime work 5 hours per day 06.30am till 8.30am and 14.00pm to 17.00pm Monday to Friday, term time only plus 10 days.

To Whom Responsible

- To the Estate and Facilities Team for day to day domestic and technical matters.
- To the Business Manager for Conditions of Service, Grievance and Disciplinary Procedures.
- To carry out the reasonable instructions of the Estate and Facilities Team , Business Manager or designated alternative.

Duties

- Cleaners are to work specified hours as and when required by the College. This may include times during school holidays. A cleaner may be required to carry out any of the following tasks as directed.

Security

- Close and lock windows.
- Lock internal doors as directed.
- Inform the Estate and Facilities Team of any broken furniture which needs to be removed.
- Report to Estate and Facilities Team any defects likely to affect security, i.e. broken windows, window catches, door locks etc.

Cleaning

- Carry out cleaning duties as required by the Estate and Facilities Team, Business Manager or designated alternative.
- This may include sweeping, washing, polishing, dusting and internal glass cleaning.
- Cleaners may be required to use mechanical cleaning equipment when required, after appropriate training.
- Using non-mechanical equipment i.e. brushes, mop sweepers, mops, buckets, etc.
- Use of cleaning materials as specified and directed by the Estate and Facilities Team .
- Cleaning duties may be in any area of the premises.
- Cleaners are responsible for cleaning the equipment used.

Holiday Cleaning

- During College closure cleaning duties will include any reasonable cleaning duty that may be required.

Health & Safety

- To be aware of own responsibility for personal Health and Safety and to be aware of the location of First Aid boxes and the need to record in an accident book all injuries.
- Cleaners are required to use the protective clothing provided.
- Cleaners should always wear shoes suitable for the work being carried out.
- Suitable equipment is to be used and reasonable precautions taken.
- Report to Estate and Facilities Team any unsafe furniture or structural defect.
- Report to Estate and Facilities Team any cleaning equipment found to be faulty.
- Use warning signs as appropriate.

Training

- Appropriate training in the use of cleaning equipment will be provided.

Administration

- Cleaners are to sign in on arrival and when leaving.

Safeguarding:

The Cleaner will have:

- The ability to safeguard and promote the welfare of children and young people
- Appreciation of the significance of safeguarding and ability to interpret this accurately for all individual children and young people whatever their life circumstances
- A good understanding of the safeguarding agenda and an ability to contribute towards a safe environment

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

Please complete application form by following the link to our website:

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>

Abbey College – Estate and Facilities Team

Details for applicants

Would you like to visit us?

Informal visits are welcomed. We are not as far away as you think and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school

What do I do if I want to know more before applying?

You are very welcome to come and visit our wonderful school, please just let us know and we will arrange a tour of the department and wider school. More information is available on our website. However, if you have any further questions, please contact Lee Valentine lee.valentine@abbeycollege.cambs.sch.uk

We look forward to meeting you and receiving your application. www.abbeycollege.cambs.sch.uk

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns via the online reporting system MyConcern, or where there is an immediate risk directly to a member of the Designated Safeguarding team.

Application Form

Please contact Lee Valentine lee.valentine@abbeycollege.cambs.sch.uk for an application form. Or use the link below to our school website.

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>

Wellbeing

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
- Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.
- Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
- Provide individual pastoral support to pupils, where necessary.
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Variation Clause

- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description should be performed in accordance with the provisions of the *School Teachers' Pay and Conditions Document* and within the range of duties set out in that document.

Abbey College – Cleaner

		Essential/Desirable	Met	To be addressed by
Skill	Ability to complete cleaning tasks to desired standards	Essential		Application/Interview
Knowledge	Health and safety procedures	Desirable		Interview
	Safe working practices	Desirable		Interview
	Hygiene and cleanliness	Desirable		Interview
	Operation of commercial cleaning equipment and use of utensils	Desirable		Interview
	Operation of floor machinery	Desirable		Interview

	Essential	Desirable	Met	To be addressed by
Experience	Previous experience of cleaning	Desirable		Interview
Qualifications	None specified, willingness to undertake training when required	Essential		Interview
Other	To be able to work as part of a team	Essential		Interview



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