



Immanuel College
Church of England Academy



Applicant Information Pack

Afternoon Cleaner

Closing Date: Friday 2 August 2024, 9.00am
Interview Date: w/c Monday 5 August 2024
Start Date: As soon as possible

Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Cleaner at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

We are an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe in and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in January 2019, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form. Outcomes in summer 2022 placed the school as the top sixth form provider in Bradford, with average A level results at grade B and average level 3 BTEC grades at Distinction*.

All teachers have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then I welcome an application from you.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Afternoon Cleaner
Contract type:	Permanent
Contract type:	16 hours per week, all year round Hours Monday to Thursday 3.15pm to 6.30pm, Friday 3.15pm to 6.15pm
Salary:	NJC point 2 FTE £23,152 – Actual £10,011
Closing Date:	Friday 2 August 2024, 9.00am
Start date:	As soon as possible

Immanuel College is an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years. The school has an excellent range of facilities including a suite of brand new classrooms as well as exceptional sports provision.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in January 2019, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form. Outcomes in summer 2022 placed the school as the top sixth form provider in Bradford, with average A level results at grade B and average level 3 BTEC grades at Distinction*.

Teachers and all other staff have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

Closing Date:	Friday 2 August 2024, 9.00am
Interview Date:	w/c Monday 5 August 2024

Job Description

Job Title:	Afternoon Cleaner
Team/Faculty:	Premises
Job Purpose:	To ensure that allocated areas are maintained in a clean and organised state to provide a clean environment for the school.
Salary:	NJC point 2 FTE £23,152 – Actual £10,011
Accountable to:	Premises Manager/School Business Manager

Supervisory/Managerial Responsibilities

No direct supervision over other members of staff.

Supervision and Guidance

Responsible to the Premises Manager, referring complex problems for guidance.

Range of Decision Making:

Expected to exercise some personal judgement and discretion within established school policies and practices. To interpret guidelines and to ensure accuracy and consistency of information.

Responsibility for assets, materials etc.

Will have access to school cleaning equipment and resources which should be used in line with guidance from the Premises Manager.

Range of Duties

- Clean all general and specified areas to the required standard that incorporates all quality standards laid down by the School
- To ensure that all equipment and materials required to perform all cleaning tasks are maintained in an hygienic and safe condition. All Health and Safety requirements should be met along with any regarding quality standards.
- Ensure that cleaning cupboards are maintained in a clean and tidy way. All cupboards should be maintained to meet the standard required.
- To follow and adhere to procedures for the replacement of broken/damaged equipment.
- To co-operate with customers/colleagues in carrying out tasks.
- To ensure that daily timesheets are completed.
- The completion of all 'ad hoc' requests issued by the Premises Manager/supervisor
- To report any cleaning difficulties to the supervisor
- To adhere to all the Schools' policies and procedures.
- Carry out any duties as directed by the Premises Manager
- To take reasonable care for the Health and Safety of you and other persons who may be affected by the post holders actions or omissions at work.
- Maintain confidentiality in relation to information which may be encountered in the normal routine of duties which relates to staff, students, parents, data etc
- Participate in all appropriate training commensurate with your employment
- To support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community
- To contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.

Person Specification

Job Title:	Cleaner
Team/Faculty:	Premises
Job Purpose:	To ensure that allocated areas are maintained in a clean and organised state to provide a clean environment for the school.
Salary:	NJC point 2 FTE £23,152 – Actual £10,011
Accountable to:	Premises Manager/School Business Manager

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • Good level of general education 	
Experience	<ul style="list-style-type: none"> • Previous cleaning experience in a professional capacity 	<ul style="list-style-type: none"> • Experience of cleaning in a school • Experience carpet cleaning etc.
Special Knowledge	<ul style="list-style-type: none"> • Correct use of materials and equipment and care in carrying out duties. • Abilities to understand oral instructions. • Responsible for day to day decisions relating to the effectiveness of the cleaning provision 	<ul style="list-style-type: none"> • Aware of requirements under Health & Safety regulations. • Knowledge of basic stock control.
Disposition/attitude	<ul style="list-style-type: none"> • Willingness to support the Christian Ethos of the college • Reliable, dependable and calm in difficult circumstances • Able to relate to children and Staff • Able to work on own initiative with a commitment to maintaining school in safe, clean, tidy and hygienic condition • Conscientious and determined approach to work • Flexible approach, dependable and loyal – ability to work within a small team and with a wide range of people. • Willing to undertake any relevant training and attend courses 	
Personal circumstances	<ul style="list-style-type: none"> • Able to perform normal duties • Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave). • Legally entitled to work in the UK (Asylum and Immigration Act 1996) 	
Physical and sensory	<ul style="list-style-type: none"> • Job requires normal physical effort with occasional physical effort sometimes in awkward positions. Working in reasonable conditions, normally inside and at room temperature. • As an equal rights employer we are committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment for any employee who develops a disabling condition. 	

Immanuel College: Applicant Information Pack

Equal Opportunities	<ul style="list-style-type: none">• Candidates should indicate an acceptance of and a commitment to, the principal of the College's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community.	
---------------------	---	--

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2024-IC-58463>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. The interview will be week commencing 5th August 2024. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

Closing Date: Friday 2 August 2024, 9.00am
Interview Date: w/c Monday 5 August 2024

Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT



General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit www.bdat-academies.org

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non Church of England School, as well as those within the faith.

Contact Details

Immanuel College
Leeds Road
Bradford
West Yorkshire
BD10 9AQ
T: 01274 425900
@ImmanuelBD10 