



Cleaner

Information for Applicants

January 2025

The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Kesgrave High School, Bungay High School and Castle East School. The Trust have also recently welcomed Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market Primary Schools. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us "Good with Outstanding" features.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve. In order to achieve that we want our staff to all have one thing in common: the desire to make a difference

Colleagues work together well across the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please do not hesitate to contact me either at the school on 01394 385720 or via email: hr@farlingaye.suffolk.sch.uk

Linda Marsh
HR Manager

Cleaner

Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.

SALARY:- £10,902 per annum (FTE - £23,656) Pay award pending

HOURS:- Monday to Friday 20 hours per week, 39 weeks per year
7am to 9am and 3.30pm to 5.30pm
During the school summer holiday period, an additional 24 hours are to be worked and 2 hours during each half term break (October, February and May) as directed by the Cleaning Supervisor. This will be paid as additional hours.

ACCOUNTABLE TO: Cleaning Supervisor

PURPOSE OF THE POST: To provide a high quality cleaning service in accordance with the requirements of the school

We are looking for new staff to join our dedicated and hardworking cleaning team. There is a choice of either:

- 20 hours (7am to 9am **and** 3.30pm to 5.30pm) - £10,902 per annum or
- 10 hours which could be worked either 7am to 9am or 3.30pm to 5.30pm - £5,451 per annum

We require all staff to be flexible on their hours of work, where possible.

You will need to be committed, flexible, punctual and reliable. You will join a team of hardworking dedicated cleaners maintaining the tidiness and cleanliness of our school.

Previous cleaning experience would be an advantage however not essential, as training will be provided to successful candidates. You should have good organisational skills, excellent attention to detail, be a team player and have the ability to work with limited supervision.

Duties will include vacuuming, sweeping, mopping, dusting, emptying bins, toilet cleaning and other tasks as required. Use of machinery may be required to complete some tasks for example, floor cleaning machine.

In return, we can offer a friendly environment to work in, holiday pay is built into your annual salary and you will have entitlement to join the Local Government Pension Scheme.

This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website www.farlingaye.suffolk.sch.uk under 'Join FHS'. Applications should be submitted as soon as possible but **by 9am on Friday, 7th February 2025** at the latest. Please note candidates with relevant experience may be invited for interview before the closing date.

As part of the on-line application form you will be required to complete a series of questions relevant to the job role. Please be aware that your answers along with your application form will be used to shortlist applicants for the role.

If you require any further information regarding the job role or application process, please contact Linda Marsh, HR Manager via email hr@farlingaye.suffolk.sch.uk.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.