



# HOWDEN SCHOOL

Derwent Road • Howden • East Yorkshire • DN14 7AL  
T: 01430 430448 • F: 01430 432435 • E: [office@howdenschool.net](mailto:office@howdenschool.net)  
Headteacher: Mr G Cannon

February 2019

Dear prospective colleague

## Cleaning Staff Vacancy

Please find enclosed further information regarding Howden School and the role of Midday Supervisor.

The closing date for applications is 28 February 2019, however candidates may be interviewed before this date and you are advised to apply early to avoid disappointment. Please send completed application forms to Mrs A Orley ([aoorley@howdenschool.net](mailto:aoorley@howdenschool.net)). Please note that Howden School is a safeguarding community and we do not accept Curriculum Vitae by way of application.

If you would like to arrange a tour of the school, please contact Mrs A Orley on 01430 433 101.

Yours sincerely

Mr G Cannon  
Headteacher

Report Bullying Concerns at [beatbullying@howdenschool.net](mailto:beatbullying@howdenschool.net)



# Howden School Recruitment Information Pack



## The School

Howden School is delighted to share the exciting news that it has become an Academy and joined The Consortium Academy Trust (TCAT) as from 1 September 2018.

We are all very pleased to be entering this next stage in the development of the school which shares many common values with our partners at TCAT including placing children at the centre of everything we do. We have a number of long standing relationships with the other schools in TCAT and these relationships have been built around improving the outcomes for young people in the East Riding of Yorkshire. It was important to us to work with several schools in a local context and we have found this in TCAT.

Howden is a small 11 – 16 community school in the East Riding, with over 690 students on roll. We are a popular school in the local community. We are proud of Howden's excellent record of academic and sporting success which prepares our students for their future. Our examination results at the end of Year 11 are above national averages and increasing.

When Ofsted carried out their most recent full inspection in February 2016 they found us to be a Good school in all four key areas. In the report they said 'Outcomes are good because from their starting points, pupils make good progress in their subjects. Behaviour around the school is good, pupils want to come to school and their attendance is above average. Pupils respect each other, members of staff and the environment.

At Howden, we set and maintain high standards and expectations in terms of teaching, aspirations, behaviour and appearance. We believe that all young people have a right to a high quality educational experience, which provides the appropriate conditions for learning and helps them to achieve their full potential. We encourage our students to take responsibility for their learning and aim to provide opportunities for them to contribute towards the decision-making process through Student Voice.

It is our mission to continue to work with everyone connected with the school, 'Team Howden' as we refer to ourselves, to improve still further in order to fulfil our goal to become an outstanding school. For us though, school life is not about statistics, or even Ofsted. It is our core belief that as a school we should be striving to help each child to achieve their potential, preparing them to become good citizens and providing them with a safe, supportive learning environment where they are happy and can thrive.

Feedback from staff, students, parents and carers and our local community suggests to us that we are pretty successful at doing these things. However, we are not complacent. We know that we must continue to improve further in order to become the best that we can be.

The school is fortunate in having an excellent team of staff, both teaching and support, and a great amount of time is given for extra-curricular activities. We often have in excess of 150 teams, clubs and events available for students in any one academic year. These activities support our strong pastoral system which helps to further develop our core values

We hope that you will choose to join us at 'Team Howden'. If you require any further information please feel free to contact the school.



**THE CONSORTIUM**  
ACADEMY TRUST



## **Vacancy – Cleaning Staff**

Howden School is seeking friendly and reliable individuals to join our team of cleaning staff. The cleaning staff provide a vital service ensuring cleanliness throughout the site.

Training will be provided, so prior experience is not essential.

We will be flexible with the cleaning times for the right candidate.

### **The Role**

The Cleaning Staff work under the direction of the Premises Manager. The successful candidate can expect to:

- Clean allocated areas to a high standard
- Conduct specialised cleaning
- Be aware of school procedures and data protection

### **The Team**

This is an opportunity to join a well-established and friendly team who are an important part of 'Team Howden'.

### **The School**

Howden School is a rural secondary school with over 690 students. The value and ethos of 'Team Howden' is evident across all departments and between both students and staff. We want to work in a school where individuals show respect to others, are sensitive to the feelings of others, are aware of how their actions will affect themselves and others; that is well led and responds to the needs of its stakeholders.

### **The Multi-Academy Trust**

Howden School recently joined the Multi-Academy Trust, The Consortium Academy Trust (TCAT). The successful candidate will benefit from the relationships we are currently building with our colleagues in like-minded schools.



THE CONSORTIUM  
ACADEMY TRUST

## Cleaner Job Description



- Allocated person:** Vacancy
- Responsible to:** Premises Manager
- Role:** Cleaner
- Hours of Work:** 10 per week
- Work Pattern:** To be agreed.
- Scale Point:** 7 (£8.55 per hour)

### Main Purpose of the Role

To provide an effective and efficient operation of cleaning services within Howden School.

### Key Duties

- To sweep/dust control sweep/spot mop all hard floor surfaces as directed
- To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture in your designated area
- To dust/dust control, dust/damp; dust/wash all furniture, fixtures, fittings, surfaces, pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using dust control extending frame, (to be provided)
- To polish furniture as required
- To clean telephones, including the mouthpiece
- To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers and associated fixtures and fittings
- Specialised cleaning of areas such as computer rooms, laboratories, technology areas, kitchens etc.
- To carry out all floor maintenance duties as directed, using the procedures as laid down, machinery equipment and materials provided for this purposes, (training will be given if necessary). These duties will include: spray cleaning, machine buffing & machine scrubbing.
- To remove all finger and scuff marks, splashes etc. from internal glass doors, kick plates, walls and paintwork, and to thoroughly clean these items as required
- To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level
- To remove graffiti, chewing gum etc. using laid down procedures
- To maintain high standards of cleanliness and good condition of all machinery and equipment used by you and report any faults to the Premises Manager
- To be aware of fire prevention and drill procedures
- To maintain client confidentiality and security of buildings, closing and locking windows as required
- Such other duties and responsibilities as may be reasonably required within the level of the post
- Your designated area may be changed at anytime by the Premises Manager

### As a member of staff of Howden School

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to the principles of Positive Behaviour
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of all students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately

- Take responsibility for the reputational management of Howden School (and other schools within the community)
- Contribute to systems of evaluation and performance of the organisation positively.

The roles and responsibilities of the post holder will be reviewed periodically and form part of the agreed framework of performance management. The tasks and targets which arise from the role will be monitored and amended in-light of changing needs of the school and in order to provide further opportunities for the professional development of colleagues.

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. The post-holder will undertake any duties at the request of the Headteacher appropriate to the post-holders remit.

Howden School is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service (DBS) is required prior to appointment.

Signed:		
Date:		



THE CONSORTIUM  
ACADEMY TRUST

## Cleaner Person Specification



	<b>Essentials</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>Ability to work morning and/or evening shift patterns (your shift will be fixed, but you may be given the option of overtime if there is a requirement for additional hours)</li></ul>		<ul style="list-style-type: none"><li>Application Form</li><li>Interview</li><li>References</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>Awareness of basic cleaning</li><li>Appreciation of COSHH regulations</li><li>Knowledge of H&amp;S</li></ul>	<ul style="list-style-type: none"><li>Knowledge of cleaning systems and machinery</li></ul>	<ul style="list-style-type: none"><li>Application Form</li><li>Interview</li><li>References</li></ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>Commitment to training</li></ul>	<ul style="list-style-type: none"><li>First Aid at Work qualification.</li><li>Qualification in COSHH and H&amp;S related to cleaning</li><li>NVQ Level 1 – Cleaning Building Interiors</li></ul>	<ul style="list-style-type: none"><li>Interview</li><li>Application form</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Suitable to work with children</li><li>Effective team player</li><li>Hardworking and committed</li></ul>		<ul style="list-style-type: none"><li>Application Form</li><li>Interview</li><li>References</li><li>DBS Check</li></ul>

# Thank you for considering Howden School

