

Be the Best You Can



Give the Best You Can

Information Pack for Role of Cleaner



Holwell Primary School

Dear Applicant

Cleaner

We welcome your interest in this vacancy for a Cleaner at Holwell Primary School. In this pack we aim to provide the essential information that will give you a clear view of our school. Holwell is a successful, expanding primary school situated within a mile of Welwyn Garden City town centre.

Our ethos is “Be the best you can, Do the best you can, Give the best you can”, which is reflected in everything we do. Holwell has been judged “Good” by Ofsted (November 2016) and have continued to develop innovative practice and improve outcomes for our pupils. We continue to share best practice and skills and prioritise the development of all our staff.

We are looking for a skilled and passionate professional who is continually seeking to improve their own practice and that of others.

The successful candidates will join hard working and driven teams, who are committed to improving outcomes for all pupils and ensuring that the children experience a rich and creative curriculum that prepares them well for the future.

Please find further guidance on our school and details on how to apply for the post within this pack.

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If you are ambitious and driven by a desire to improve outcomes for all pupils, if you love helping the school community and are always striving to improve and if you are keen to explore new ideas and ways of moving forward, we would like to hear from you!

We are looking forward to working together with our new Cleaner as we continue to develop the exciting work we have started.

The closing date for applications is 4.00 pm, Friday 1 December and interviews will be held during the afternoon on Thursday 7 December 2017.

You will be required to undergo an enhanced DBS procedure and complete a health declaration form if you are selected for the post.

Please send us your completed application form and personal statement linked directly to the person specification, to Mrs Rachel Mays, Office Manager, Holwell Primary School, Holwell Lane, Welwyn Garden City, Herts, AL7 3RP or by email: admin@holwell.herts.sch.uk

The application pack contains the following:

- Application form, safer recruiting form
- Background to our school and the local community
- Job Description
- Personal specification
- Website address so you can view the website and find the following:
 - Ofsted report

We are very much looking forward to meeting prospective candidates and receiving your application.

Yours sincerely

J. Mc. Intyre

Joe McIntyre
Headteacher

Overview

Holwell Primary School is situated in Welwyn Garden City, Hertfordshire. Welwyn Garden City, as its name suggests, is a garden city, founded by Sir Ebenezer Howard in the 1920s following his previous experiment in Letchworth Garden City. Welwyn has excellent commuter links with both the North and central London.



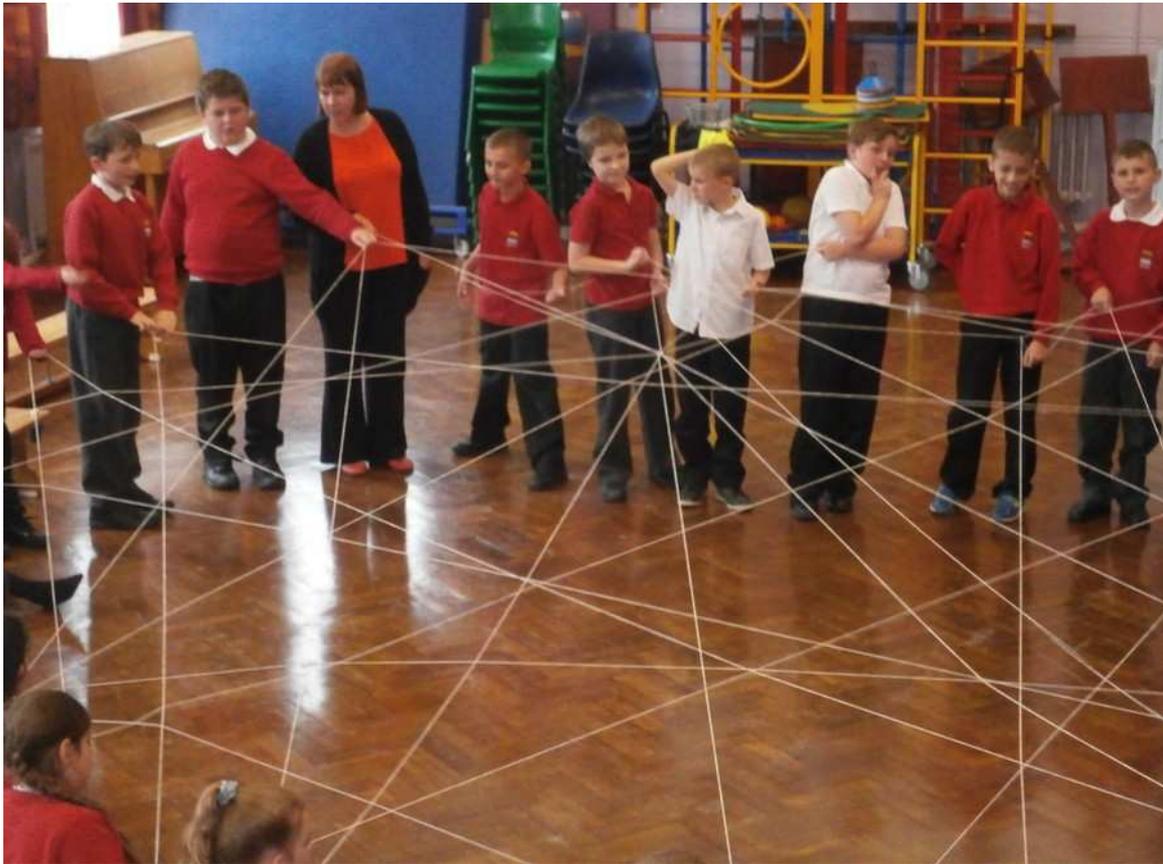
The school serves a wide community within Welwyn Garden City and is committed to providing the best education possible for all our pupils. Our school is dedicated to working with the local Welwyn Garden City Schools in projects including SEND, Delivering Special Provision Locally (DSPL). The Heads meet regularly as do the Governors, Deputies and Business Manager Groups.

Holwell Primary was built in 1932 and was originally called Ludwick School. The school opened in September 1932 with 700 children on roll. Head mistress Mrs Sing was also Headteacher to Peartree, another school in the local area. In 1950, Ludwick school changed its name to Holwell. In 1983 extensive building works were undertaken to replace the old prefab kitchen and dining areas with a purpose built kitchen and dining room. In 1994 building works were undertaken to build a further two classrooms – to house reception children and the school library. In the 1950s, further schools were built in Welwyn Garden City to cope with the expanding population and ease the numbers in Holwell Primary. The school is now growing to a two form entry and an 8 classroom, two storey building – The Richards building, was completed in November 2015.

Our motto and core values encompass all that we believe to be important to school life:-

“Be the best you can, Do the best you can, Give your best you can”





Our emphasis upon community recognises that the education of young children is not the sole task of one party but is a true partnership between home and school. Together we endeavour to provide an environment that is safe and secure for children because we recognise that pupils who are happy in school will be successful in their learning. We place a great emphasis upon children achieving their full potential in all aspects of their development.

The full and varied curriculum offered, with after school enrichment clubs, is recognised as one of the schools' strengths. Details of the curriculum and after school activities for the school can be viewed in the schools' website.



Holwell has an experienced and highly committed teaching staff. Following our Ofsted inspection in November 2016, the inspector identified many strengths of our school. The inspector found the school has a 'passion and commitment to ensure all pupils succeed'. He also noted 'rapidly increasing rates of progress' as well as a 'positive climate for learning'. Furthermore, he identified a 'well planned curriculum' 'effective safeguarding' and 'a rising trend of improvement'. The school has been judged as 'Good' overall.

The summary and full report can be viewed via the links at the end of this document. The team and their partnerships with the Governing Body and parents is what have made the school successful as they strive for excellence.

We strive to perform well and our targets are always aspirational but achievable. Whilst these results are important, our primary focus remains on the all-round development of our children.

Introduction

The Snowflake Speed is a special type of dragon that is only seen in the winter and will eat anything but cheese. You may watch them but don't touch because they are not tamed. This dragon will fly through the clouds really fast so if you see one you are lucky.

Appearance

The Snowflake Speed is very very rare. Curled up, his tail is used to catch his prey. His main body is all blue and scaly like a fish in the sea. Also, his wings are green.

Interests

Just like most dragons the Snowflake collects treasure, they have over 52 jewels. This dragon is very talented, they can breathe cold fire.

Preservation

Anyone can help the Snowflake Speed by donating food by digging a hole to store their food. These dragons aren't endangered but their eggs are being eaten.

Prey and Predator

Before the Snowflake Speed goes to sleep, she the mother checks on her eggs. The Snowflake Speed's favourite food is fish. When the Snowflake Speed sees rain it knows their predator is coming. If you go down to meet dragons or you can find them, the eggs have almost hatched but oh no the long snake lizard dragon is coming to eat his favourite food dragon eggs.

Curriculum

We offer our children a rich and creative curriculum.

Friends of Holwell

We have dedicated Friends of Holwell in our school, who hold fundraising events throughout the year.

Secondary School Links

We work in partnership with our local secondary schools – Stanborough, Sir Frederic Osborne, Monks Walk.

Breakfast Club

We offer an breakfast club from 07.45 am – 08.45 am 5 mornings a week.

After School Club

We run an in-house after school club from 15.30 pm – 18.30 pm.

In house catering

We are the only school in Hertfordshire to provide in house catering. We ensure our children and staff are offered a nutritionally balanced lunch.

Job Description

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Post: Cleaner

Post Accountable To: Premises Manager

Pay Grade: HB

Purpose and Scope of Job

To work under the instruction and guidance of Premises Manager to provide a clean and safe environment for users of the school buildings and grounds. Ensuring that the security and general appearance of the building and surroundings are maintained in accordance with the required standards.

PRINCIPAL ACCOUNTABILITIES

Cleaners are required to undertake the following duties as directed by the Premises Manager using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as directed by the Premises Manager in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning
- Security of the school's buildings and grounds when required
- Advising the Premises Manager of faults to the buildings, fixtures and fittings which require specialist attention

ADMINISTRATION

- Keep a check on cleaning stock levels and inform the Premises Manager of low stock levels (eg. cleaning products)
- Carry out routine administrative tasks required from time to time eg. checking off cleaning tasks on daily cleaning specification sheets
- Follow school policies and procedures at all times
- To attend a briefing with Premises Manager when required
- To ensure that the good behaviour and conduct of children is maintained at all times
- To ensure Health and Safety guidelines are followed at all times

RESOURCES

- Operate relevant equipment safely
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos and aims 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

Personal Qualities

- Not to engage in any inappropriate discussions relating to school business especially via social networking
- Only engage in positive conversations about school life
- Only engage in confidential conversations in the appropriate environment particularly in relation to child protection
- Openness and honesty.

- Ability to be reflective about own practice, skills, knowledge and attitudes.
- Ability to be positive and supportive regarding the work of the school and of colleagues.
- Ability to demonstrate emotional resilience, perseverance and display a positive, professional attitude to staff in dealing with challenges.
- Ability to take and demonstrate accountability to the school, parents and children.
- Being reliable in completing tasks to deadlines and to highest standard possible.
- Ability to develop own skills in line with the school's ethos, maintaining professionalism at all times
- Ability to respect and maintain confidentiality where required.

Other conditions

To be willing to participate in further training as required
 Working hours as arranged by the Premises Manager
 Holidays to be taken out of term time only

You must be prepared to implement the schools Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the schools Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

You will be consulted about any proposed changes

Job description discussed and agreed:

Signed _____ Date: _____

Print Name: _____

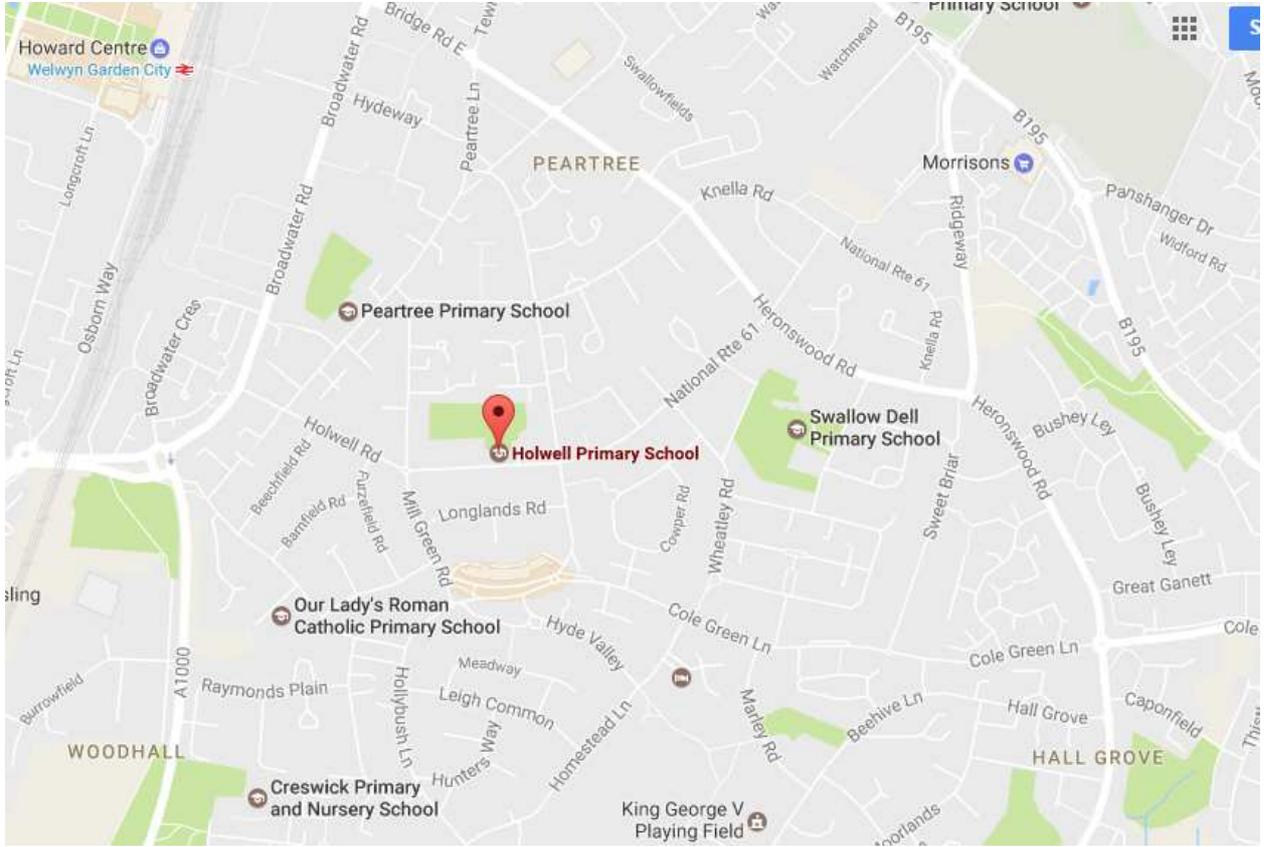
Line Manager: _____

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information. This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

How to find us:

Holwell Primary School



Links to Further Information

School Web Site

<http://www.holwell.herts.sch.uk/>

Latest Newsletters

<http://www.holwell.herts.sch.uk/newsletters>

Holwell Primary School Ofsted Inspection Report

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117175>