

BISHOP RAMSEY SCHOOL



CLEANER BISHOP RAMSEY SCHOOL

CANDIDATE INFORMATION • SEPTEMBER 2022

Part of the Veritas
Educational Trust



INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

Dr Hilary Macaulay

Executive Head, Bishop Ramsey School
CEO, Veritas Educational Trust



"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.



HILLINGDON AND THE SURROUNDING AREA



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- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



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The name 'Hillingdon' appears in the *Domesday Book (1086)* and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

THE FACILITIES MANAGEMENT DEPARTMENT

The Facilities Management Department consists of four members of staff as below:

- Facilities Manager
- Senior Caretaker
- Caretaker
- Assistant Caretaker

The team are responsible for providing an efficient and effective caretaking service to the school; ensuring that the security, safety and appearance of the school and its working environment are maintained to a high standard. For the Facilities Manager, this also includes the general administration and maintenance of the School building and surrounding grounds, their contents and ensuring that all statutory and legal compliance matters on behalf of the school are met and achieved

Under the lead of the Senior Caretaker there is an established team of Cleaners and one Cleaning Supervisor. Bishop Ramsey is currently seeking to appoint a number of additional Cleaners to be part of our site team, duties include general cleaning around the school as directed by the Senior Caretaker and Cleaning Supervisor.

The school has invested and continues to invest in ensuring its site and facilities are of the highest quality for learning and use by our letting's clients, providing a safe and secure environment for students, staff and all our stakeholders.

INFORMATION ABOUT THE POST

CLEANER

10 hours per week for 49 weeks of the year. Term Time - this is usually 3.00pm - 5.00pm. Hours in the school holidays can be worked by arrangement. Plus one day for Safeguarding Training.

Grade/salary Scale 1 (point 1 £21,228 – point 2 £21,399 p.a.)

Actual salary £5,542 - £5,586 p.a.

Immediate supervisor Senior Cleaner

Contacts (internal) All teaching and support staff

- Remove cobwebs and dust from vents
- Moving any wheeled units to clean underneath the use of floor cleaning machinery.

MAIN PURPOSE OF THE POST

Responsible for cleaning areas of the school which may include, classrooms, laboratories, specialist classrooms, offices, staffrooms, toilets, staircases, stairwells, and corridors

KEY TASKS

Duties include all aspects of cleaning around the school as directed by the Senior Caretaker. To include:

- Sweeping, hoovering
- Washing classroom and corridor floors, periodically polish
- Chewing gum removal floors and furniture
- Emptying rubbish bins, replace bags
- Washing tables and hard chairs
- Clean internal doors, windows, glass partitions
- Cleaning toilets, urinals, wash basins, mirrors including washing floors and exposed pipework
- Paper towel and toilet paper replenishment
- Wiping windowsills
- Cleaning blinds cleaning skirting boards
- Cleaning scuff marks or graffiti off walls

PERSON SPECIFICATION

E Essential D Desirable A Assessed by application I Assessed by interview process				
Experience	E	D	A	I
Previous employment as a cleaner		●	●	●
Personal qualities	E	D	A	I
Ability to work as part of a team	●			●
Ability to work using initiative	●			●
To be physically fit to undertake duties	●			●
Flexible approach to work	●			●
Willingness to take responsibility	●			●
Willingness to undertake training	●			●
Patience and a sense of humour	●			●
Special requirements	E	D	A	I
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU

SAFER RECRUITMENT IN EDUCATION



Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

All formal offers of employment for support staff are subject to appropriate DBS checks, a medical health check and receipt of satisfactory references which are taken up at the formal offer stage. Referees will be asked about:

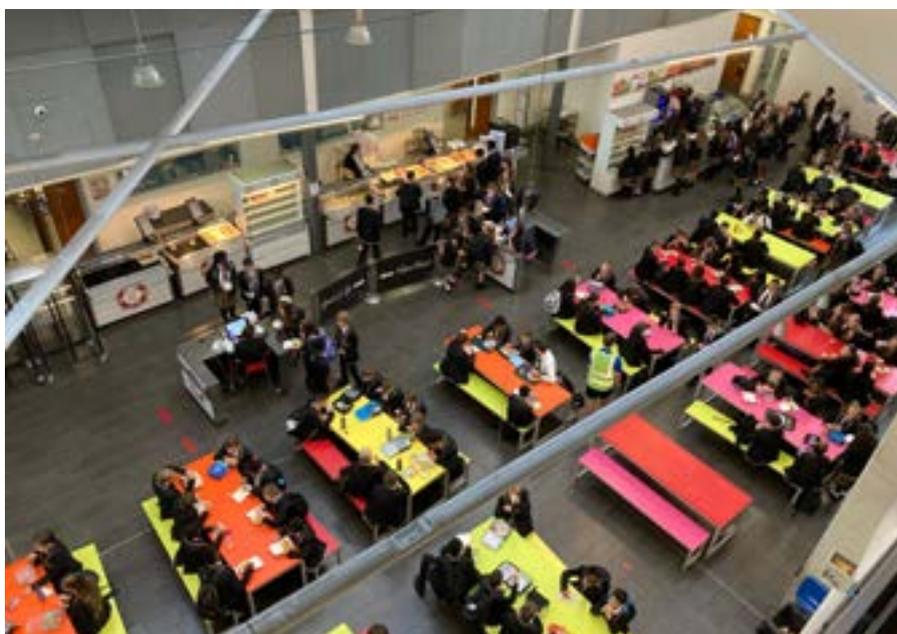
- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

**VERITAS EDUCATIONAL
TRUST IS COMMITTED
TO SAFEGUARDING AND
PROMOTING THE WELFARE OF
CHILDREN AND YOUNG PEOPLE**

HOW TO APPLY FOR THIS POSITION



INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **Friday 16th September 2022** with interviews commencing in the week beginning **Monday 19 September 2022**.

APPLICATION FORM

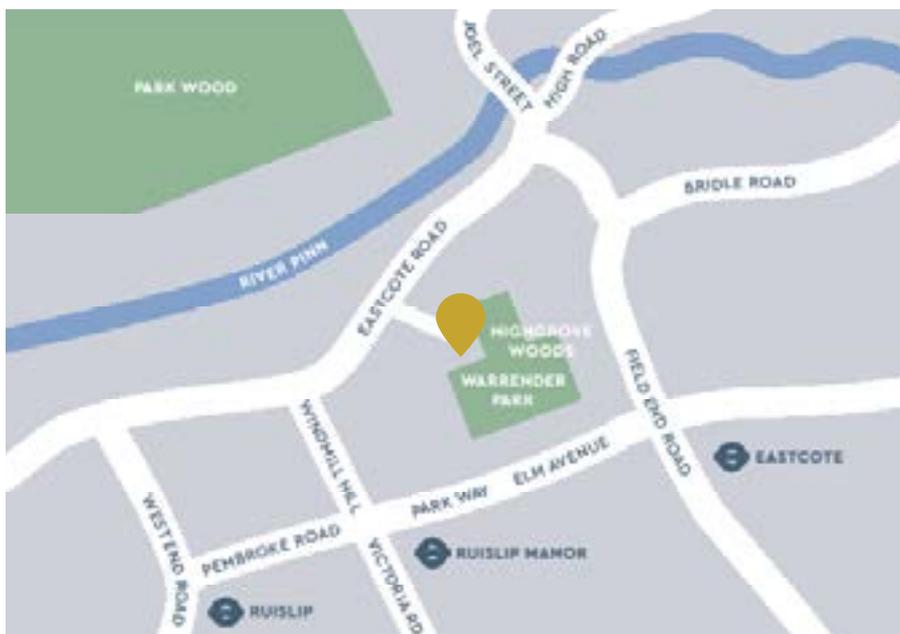
An application form is available online at https://www.bishopramseyschool.org/_site/data/files/documents/vacancy-files/3B29E917D7869D60D684B6D5FDFC40DE.pdf

It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An Equal Opportunities Monitoring Form must also be completed and this can be found at the same link.

Once completed, both forms should be emailed to recruitment@bishopramsey.school

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL



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Veritas Educational Trust

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