

# Information pack for candidates



**ST HILDA'S**  
CE HIGH SCHOOL

WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY



## Dear Candidate

Many thanks for your interest in St Hilda's and the post of **Cleaner**

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity and equality'. Students helped to choose our 5th value of equality. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie and William Roscoe on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. Our SIAMS Report in March 2017 graded us as outstanding across all areas, and our more recent Keeping on Track report in December 2019 states '*The strong, vibrant and inspirational vision, which proudly celebrates Christ as the cornerstone of this nurturing, inclusive and flourishing school, genuinely lies at the heart of this Christian community.*' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2015.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the position as **Cleaner**.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Tracey Cain by email should you wish to arrange a visit [tcain@st-hildas.co.uk](mailto:tcain@st-hildas.co.uk)



I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code". The signature is written in a cursive, flowing style.

Mrs Jo Code, Headteacher

## St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1060 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone. Building on foundations of **wisdom**, **hope**, **community**, **dignity** and **equality**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

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## Senior Leadership Team

**Jo Code**, Headteacher

Vision and values, curriculum, data, SEP, SIP, admissions, monitoring and tracking, QA systems policies.

**Lynne Noon**, School Business Manager

Strategic Finance, Premises; Maintenance, Development and staffing, Health & Safety, School Calendar, Service Contracts and performance, Catering, Lettings.

**Roy Bellmon**, Deputy Headteacher

DSL, St Hilda's College, post-16 learning and standards, IT strategy, HAP programme, enrichment, Year 11 transition.

**Suzanne Harrison**, Deputy Headteacher

Behaviour and Inclusion. Deputy DSL, Attendance, PP and Catch-up, Director of STEM, Head of Science

**John Martin**, Assistant Headteacher

Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration, Student Leadership, Friends of St Hilda's, parent engagement, transition.

**Liz Cowdell**, Assistant Headteacher

Head of mathematics, Teaching and Learning. Staff Appraisal; Teacher Targets; Mentoring/Support; T & L innovation and development, CPD, Development Thursdays.

**Andrea Howard**, Assistant Headteacher

Teaching and Learning, Data, ARR, Examinations and Options.

**Katie Pritchard**, Assistant Headteacher

SENCo, SEND, Looked after Children.

**Carina Bird**, Academic catch-up and T&L

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# Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



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## Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

## Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

## Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

## Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



**ST HILDA'S**  
CE HIGH SCHOOL

<b>School: St Hilda's CE High School</b>	<b>Job title: Cleaner</b>
<b>Report to: Cleaning Supervisor</b>	<b>Salary range: NJC19 Scale 1 SCP 3</b>

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually as part of the Performance Management Review.

Areas of responsibility and key tasks:

<b>Job Purpose</b>
To be responsible for the general cleaning of the premises in accordance with the cleaning specification, under the direction of the Cleaning Supervisor, or other nominated person.

<b>Main duties and responsibilities</b>
<ul style="list-style-type: none"> <li>• Undertake individually or as part of the team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition. Duties will include: Cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing, and dusting of designated areas, which include toilet and associated facilities, fixtures and fittings, using where appropriate the necessary power equipment.</li> <li>• To replenish consumables (toilet rolls, tissue paper, paper towels etc.) as part of the cleaning operation.</li> <li>• To maintain and be responsible for the safe use and storage of all cleaning materials and equipment used in the course of his/her duties.</li> <li>• To ensure that school users, members of the public and visitors to the school etc. or any such persons are informed of any situation or circumstances that may affect their health and safety while cleaning operations take place. The required Personal Protection Equipment (PPE) must be worn at all times</li> <li>• To undertake relevant training where appropriate.</li> </ul>

- To ensure that statutory requirements, codes of practice and procedures relating to the Health and Safety at Work and any other relevant enhancements are met in full.
- To provide cleaning cover for absent colleagues, at no extra cost, for up to five working days, after which time alternative arrangements will be made, should they be necessary
- To be available for school cleaning in the event of an emergency (e.g. flooding etc.) if and when required.
- To support the Head Teacher in promoting the Christian ethos of the school.
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Contribute to the corporate life of the school through effective participation in meetings
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety Policy
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

## Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	<p>No specific educational qualifications are required.</p> <p>Experience of general cleaning activities.</p>	<p>Qualification in COSHH</p> <p>First aid qualification</p> <p>Other related qualification</p>
<b>Knowledge</b> (Knowledge, abilities, skills, experience)	<p>Knowledge of Health and Safety issues (General) and Control of Substances Hazardous To Health (COSHH).</p> <p>Able to undertake a range of manual cleaning activities.</p> <p>Ability to maintain high standards of cleanliness in accordance with specified rotas.</p>	<p>Experience working within a school environment.</p>
<b>Personal Qualities</b>	<p>Communicate effectively with both staff and students.</p> <p>Ability to cope with periods of high demand and prioritise workload accordingly, meeting all deadlines.</p> <p>Work flexibly and share in workloads, particularly during periods of high demand.</p> <p>Hold positive values and attitudes and adopt high standards of professional behaviour.</p> <p>Enthusiastic and positive.</p> <p>Have a commitment to collaboration and co-operative working where appropriate.</p> <p>Ability to work flexible hours on occasions.</p> <p>Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.</p> <p>Willing to wear the prescribed personal protection equipment</p> <p>Able to support the Christian ethos of the school</p> <p>St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	
<b>Other</b>	<p>The post holder will be required to have a satisfactory enhanced DBS check.</p> <p>Other safeguarding checks will also be carried out and must be satisfactory including references and right to work in the UK.</p>	

## How to apply and the Selection Process

### **Deadline for applications: 9.00am 6<sup>th</sup> August 2021**

Applications should be sent to: [recruitment@st-hildas.co.uk](mailto:recruitment@st-hildas.co.uk)

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

### **Shortlisting: Week commencing 9<sup>th</sup> August 2021**

Details of this will be sent out in advance. All candidates will be contacted following the interviews.

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