



George Stephenson  
High School

# Appointment of Cleaner

APT&C Grade 2

Option 1

£22,366, Actual £11,334 per annum (52/52)

Option 2

£19,153, Actual £9,705 per annum (195 days)

18 hours 45 minutes per week  
(3.15pm – 7pm Monday to Friday)

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website ([www.gshs.org.uk](http://www.gshs.org.uk)) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

Our most recent Ofsted inspection was in November 2019 and we are delighted to report that they judged our school to be Good overall, and indeed Good in every single category. We believe that this is a real testament to our students and staff and to how hard we have all worked and how committed we are to providing the best possible educational experience for all of our students. Staff, students, parents, carers and governors all play their part and this report is a reflection of the effort, enthusiasm and determination that they display every day. In the report, Ofsted say that **“staff have high expectations for pupils and each other. This is a key ingredient of the school community. During lesson visits, pupils were attentive and respectful. There are strong relationships between teachers and pupils. As a result, pupils have achieved better examination results in a wide range of subjects since the previous inspection”**. The care, guidance and support that we provide for our young people was again praised, with Ofsted saying that **“staff are well trained to look after and care for pupils. They understand the school’s safeguarding procedures. They are aware of the need to share any concerns with appropriate people. They do so in a timely manner. Pupils know there is always somebody to talk to when they need help. Pupils know how to keep themselves safe.”**

They said lots of positive things about the relationships in our school, saying that good relationships and mutual respect exist between students and staff and that our young people are keen to learn and behave well. They also said that the behaviour of students is good, that they manage their conduct

well, both inside and outside of the classroom and that they know what is expected of them. As we have always said, our students are a credit to us all and we continue to be immensely proud of them. Inspectors also stated that the care and guidance we offer our students is strong and that we prepare students well for life after school. As a result, the percentage of students going onto successful careers or further education is well above the national average. Personal development, behaviour and welfare were all identified as real strengths of the school. Indeed Care, Guidance and Support at George Stephenson High School have been graded as good or outstanding in our last four Ofsted inspections. This is a result of our pastoral guidance systems in school, the aim of which is to support the learning and development of each individual student through the encouragement of regular attendance, punctuality, good study habits, good behaviour and a positive attitude, and by the monitoring of progress, regular target setting and celebration of achievement.

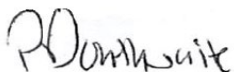
The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students' life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities. The tutor groups, under the leadership of the Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students' welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

We have made real progress over recent years and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further. We are a forward looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I hope you are enthused by the enclosed information and choose to apply.

To work under the direct instruction of the Site Manager or designated member of staff, usually as part of a team: to undertake the cleaning of designated areas within the school premises to ensure they are kept in a clean and hygienic condition. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings using, where appropriate, powered equipment. Duties may vary between term and closure periods.

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Mrs Angela Cowen (Headteacher's PA).

Yours sincerely



Mr. Peter Douthwaite  
Headteacher

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## CLEANER

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**SCALE:** APT&C Grade 2 (£11.59 per hour)

**RESPONSIBLE TO:** Site Manager

### **Main Duties of the Post**

To work under the direct instruction of the Site Manager or designated member of staff, usually as part of a team: to undertake the cleaning of designated areas within the school premises to ensure they are kept in a clean and hygienic condition.

Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings using, where appropriate, powered equipment. Duties may vary between term and closure periods.

### **General Duties**

- To use general electrical equipment (polishers, vacuums, etc) in a safe and proper manner, following all safety precautions including checking for damage to cables and plugs.
- Assist in setting up of the school Hall, deliveries as and when required.
- Buff relevant flooring.
- Attend any training courses relevant to duties.
- Maintain good relationships with children, parents, governors and visitors to the school.

### **Health and Safety Duties**

- To comply with Health and Safety legislation, promoting a safe working environment.
- Assist in reporting any damage to the Site Management Team.

### **Cleaning Duties**

- To appropriately clean areas in and around school such as; toilet areas, stairways and landings, offices and classrooms, halls and gyms, specialist units and suites.

### **Responsibilities**

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings and training, as required.
- Participate in training and other learning activities and performance development, as required.
- To safeguard and promote the welfare of young people.

### **General**

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

## PERSON SPECIFICATION

### CLEANER

Area	Criteria	Requirement
<b>Skills/Knowledge/ Aptitudes</b>	<ul style="list-style-type: none"><li>• Flexible regarding working hours and variety of tasks</li><li>• Thorough approach to work and attention to detail</li><li>• Ability to work both as a team member and unsupervised, where required, using own initiative where necessary</li></ul>	Essential  Essential  Essential
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• No formal qualifications necessary</li><li>• Promote a safe working environment</li><li>• Comply with Health and Safety Legislation</li></ul>	Essential Essential
<b>Experience</b>	<ul style="list-style-type: none"><li>• Cleaning experience</li><li>• Knowledge/experience of buffing</li></ul>	Essential Desirable
<b>Disposition</b>	<ul style="list-style-type: none"><li>• A good sense of humour</li></ul>	Desirable