



**Cleaner – 16 hours per week, all year round  
£7,508 per annum**

**Required for September 2020 start**

**Recruitment Information Pack**

Immanuel College  
Idle, Bradford BD10 9AQ

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Dear colleague,

Thank you for taking an interest in joining my staff team here at Immanuel College. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a thriving and successful 11-18 Church of England Secondary Science College serving the communities on the northern border between Leeds and Bradford.

Our ethos is very important to us as it means that our students will develop within a caring Christian environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirms we are an **Outstanding** Church school that is outstanding at meeting the needs of all learners. In 2016 we joined Bradford Diocesan Academy Trust this has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the academy chain

Our goal at Immanuel College is to become an outstanding school that delivers educational excellence. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

In 2019, Ofsted judged us to be a 'good' school, which has *'established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.'* Our students make excellent progress and our GCSE and A level results are good with outstanding results in many subjects. We have a thriving and inclusive Post 16 and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' both for our students and staff.

If you share our enthusiasm for learning and would like to visit us at our best then please get in touch.

I look forward to meeting you, and reading your application.

With all good wishes,

**Jane Tiller, Headteacher**

## **Immanuel College Our Goals and Values**

Immanuel College is founded on a Christian ethos with a strong aim of working cohesively in the best interests of our students. This is reflected in our vision:

***"A whole school - a family of students, teachers, parents, carers, governors and the Church that puts our students' academic and personal development at the heart of all we do."***

Our goal is to continue to be a successful school, by any measure, because we set high standards and we aim for excellence. We value our past but look to invest in our future to leave the school even stronger than when we joined it.

We will achieve the three pillars of our vision by living and breathing a common set of behaviours.

### **1. One School – The Immanuel Family**

We are one school, a collective team that aims to bring the best of Immanuel to our students, recognising them as individuals. We create an enjoyable environment to learn and grow. Sharing and teamwork will be natural. We will:

- aim to get the best from our students
- be agile and flexible
- share knowledge and bring fresh insights
- always act in the interest of the whole school

### **2. A Place of Learning and Development**

Our students and staff will relish their time and experience at Immanuel College. We have talented, enterprising and intellectually curious people who will use their knowledge and skills to achieve success. It is this purpose that enables us to attract, develop and excite students, staff and indeed all our stakeholders. We will:

- be positive and energise others
- invest in personal relationships
- listen with interest and curiosity, encouraging diverse views
- have a thirst for learning and developing others

### **3. Do the Right Thing**

We take pride in all we do and do it with integrity, confidence and humility. We support one another and our communities. We have the courage to express our views. We will:

- put ourselves in each other's shoes
- never be satisfied with second best
- treat people in a way we would like to be treated
- always be brave enough to challenge the unacceptable
- act with integrity and enhance our reputation

We must all accept personal responsibility to play our part in driving our school, demonstrating these values and behaviours - opting out is not acceptable. Put simply, this is how we define success.

## **About BDAT**

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### **Our mission statement**

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### **Our growth**

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of November 2018, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We envisage 2018-19 will be a year of further consolidation. To view our latest plan and priorities for 2018-19, or for more information on BDAT, visit [www.bdat-academies.org](http://www.bdat-academies.org) or visit #wearebdat.

### **Our Christian ethos**

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith

## **Application Process**

The closing date for all applications is 12noon on Friday 24<sup>th</sup> July 2020.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to [katie.green@immanuel.bradford.sch.uk](mailto:katie.green@immanuel.bradford.sch.uk)

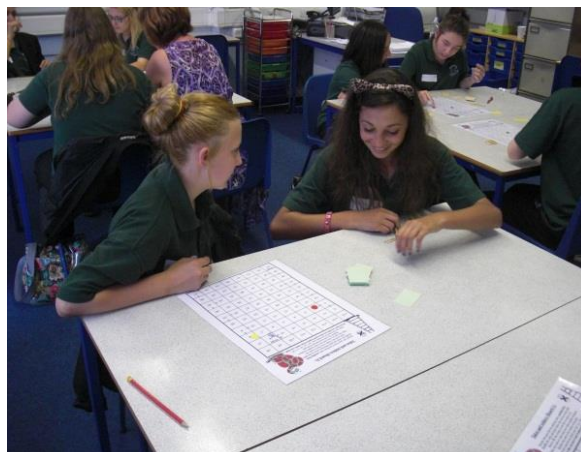
Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

**All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 659827.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

## **Queries**

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 659827 or email [katie.green@immanuel.bradford.sch.uk](mailto:katie.green@immanuel.bradford.sch.uk)





## **Job Description**

### **REPORTING TO: Premises Manager/School Business Manager**

The following information is furnished to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

### **PRIME OBJECTIVES OF THE POST:**

- To ensure that allocated areas are maintained in a clean and organised state to provide a clean environment for the school.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

No direct supervision over other members of staff.

### **SUPERVISION AND GUIDANCE:**

Responsible to the Premises Manager, referring complex problems for guidance.

### **RANGE OF DECISION TAKING:**

Expected to exercise some personal judgement and discretion within established school policies and practices. To interpret guidelines and to ensure accuracy and consistency of information.

### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

Will have access to school cleaning equipment and resources which should be used in line with guidance from the Premises Manager.

### **RANGE OF DUTIES:**

- Clean all general and specified areas to the required standard that incorporates all quality standards laid down by the School
- To ensure that all equipment and materials required to perform all cleaning tasks are maintained in an hygienic and safe condition. All Health and Safety requirements should be met along with any regarding quality standards.

- Ensure that cleaning cupboards are maintained in a clean and tidy way. All cupboards should be maintained to meet the standard required.
- To follow and adhere to procedures for the replacement of broken/damaged equipment.
- To co-operate with customers/colleagues in carrying out tasks.
- To ensure that daily timesheets are completed.
- The completion of all 'ad hoc' requests issued by the Premises Manager/supervisor
- To report any cleaning difficulties to the supervisor
- To adhere to all the Schools' policies and procedures.
- Carry out any duties as directed by the Premises Manager
- To take reasonable care for the Health and Safety of you and other persons who may be affected by the post holders actions or omissions at work.
- Maintain confidentiality in relation to information which may be encountered in the normal routine of duties which relates to staff, students, parents, data etc
- Participate in all appropriate training commensurate with your employment
- To support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community
- To contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.

*NOTE: As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition*



### Personnel Specification

Attribute	Essential	Desirable	How identified
Qualifications	Good level of general education		Application form
Experience	Previous cleaning experience in a professional capacity	Experience of cleaning in a school	Application form
		Experience carpet cleaning etc.	Application form
Special Knowledge	Correct use of materials and equipment and care in carrying out duties.	Aware of requirements under Health & Safety regulations. Knowledge of basic stock control.	Interview
	Abilities to understand oral instructions.		Interview
	Responsible for day to day decisions relating to the effectiveness of the cleaning provision		Interview
Disposition/attitude	Willingness to support the Christian Ethos of the college		Interview
	Reliable, dependable and calm in difficult circumstances		Interview
	Able to relate to children and Staff		Interview
	Able to work on own initiative with a commitment to maintaining school in safe, clean, tidy and hygienic condition		Interview
	Conscientious and determined approach to work		Interview
	Flexible approach, dependable and loyal – ability to work within a small team and with a wide range of people.		Application Form
	Willing to undertake any relevant training and attend courses		Interview

Attribute	Essential	Desirable	How identified
Personal circumstances	Able to perform normal duties Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave). Legally entitled to work in the UK (Asylum and Immigration Act 1996)		Interview Application  Proof of ID
Physical and sensory	Job requires normal physical effort with occasional physical effort sometimes in awkward positions. Working in reasonable conditions, normally inside and at room temperature. As an equal rights employer we are committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment for any employee who develops a disabling condition.		Interview and references.
Equal Opportunities	Candidates should indicate an acceptance of and a commitment to, the principal of the College's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community.		Application and interview

### **This Personnel Specification**

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. The post will be subject to a search of police criminal records and appointments to this post will be conditional upon confirmation by the police of information provided to us by the applicant.