

# Park High School

Raising Aspirations



## Domestic Assistant

Application Pack 2021

No one gets left behind



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No one gets left behind

# Welcome Letter



Dear Applicant

**Domestic Assistant**  
**(Part Time & Permanent)**  
**(12.5 hours per week)**

I am delighted you have expressed an interest in the post of Domestic Assistant at Park High School and I hope that after considering all the information provided you will decide to make an application.

Park High School is a successful 11-16 comprehensive school situated on the edge of Colne and close to the Yorkshire Dales National Park. There are 1090 students on roll and we are pleased to be oversubscribed. Our mission is to develop young people with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each young person and are driven by an unswerving determination that no pupil in our school will be left behind. Our recent Ofsted report stated that; “the work the school does to keep its pupils safe is exemplary”; “there is a nurturing ethos in the school that creates an environment in which pupils can thrive”; “pupils behave extremely well around school. They are polite and friendly...and have pride in their school community”. We are proud of our school and its achievements and welcome applications from individuals who can contribute to our “unequivocal drive to continually improve the learning experience for all our pupils”.

The Domestic Assistant is a crucial role in the school. You will be joining a strong team of domestic staff under the supervision of the Site Supervisor. Your role includes cleaning duties that are in line with Government requirements under Covid-19 regulations.

We look forward to receiving your application.

Mrs C Eulert  
Headteacher

No one gets left behind

# Advertisement

**Domestic Assistant**

**Permanent & Part Time**

**12.5 hrs per week - term time plus 4 weeks (includes additional summer holiday weeks and training days)**

**Grade 1**

Park High School is a successful 11-16 comprehensive school situated on the edge of Colne and close to the Yorkshire Dales National Park. There are 1090 students on roll and we are pleased to be consistently oversubscribed. Our mission is to develop young people with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each young person and are driven by an unwavering determination that no pupil in our school will be left behind.

The Domestic Assistant is a crucial role in the school. You will be joining a strong team of domestic staff under the supervision of the Site Supervisor. Your role includes cleaning duties that are in line with Government requirements under Covid-19 regulations.

We welcome applications from candidates who are able to demonstrate experience of having worked in a pressurised school environment and have a positive, flexible, attitude to their work.

Closing date for applications is **noon on Friday 10 September 2021.**

Further details and application packs are available from our website at [www.park-high.co.uk](http://www.park-high.co.uk) or for more information contact Miss A Vickery by calling the school or email at [avickery@park-high.co.uk](mailto:avickery@park-high.co.uk) or email [info@park-high.co.uk](mailto:info@park-high.co.uk)

**CVs will not be accepted**

**Application packs can be downloaded from [www.park-high.co.uk](http://www.park-high.co.uk)**

**Electronic applications are preferred or you may send a completed application to the address on the final page of this booklet.**

*Park High School is committed to safeguarding and promoting the welfare of children*



# Job Description

## PARK HIGH SCHOOL - JOB OUTLINE

<b>Job Title:</b>	Domestic Assistant
<b>Grade:</b>	Grade 1 (SCPI) - £17,842 per annum (pro-rata)
<b>Location:</b>	Park High School
<b>Hours / Weeks</b>	12.5 hours per week / Term Time Plus 4 weeks (includes additional summer holiday weeks and training days)
<b>Responsible to:</b>	Site Manager/Operations Manager
<b>Responsible for:</b>	Domestic / Cleaning Duties

### Key duties

- Cleaning including closure cleaning;
- Sweeping, vacuum cleaning and mopping of floors;
- Emptying litter bins;
- Polishing and dusting of surfaces and fixtures and fittings;
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment, with necessary training (e.g. floor buffer);
- To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
- To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc;
- To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc;
- To undertake training in the correct use of cleaning equipment as appropriate;
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.
- Adhere to correct and secure storage of chemicals, disposables and equipment, as directed
- Adhere to Academy rules regarding correct use of cleaning equipment and personal protective equipment (PPE).
- Undertake any other additional duties commensurate with the grade of the post.

### Other General Duties

- Understand the importance of inclusion, equality and diversity, when working with pupils and with colleagues, and to promote equal opportunities for all.
- Uphold and promote the values and the ethos of the Trust.
- Implement and uphold the policies, procedures and codes of practice of the School, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.



## Job Description



- Participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- Work with school colleagues to provide a safe environment for pupils.
- Undertake appropriate training and share skills and expertise with others / team, as required.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service and medical clearance.



# Selection Criteria



Domestic Assistant / Cleaner	Identified by (A/I)
<b>Essential Selection Criteria</b>	
<b>Skills and Abilities</b>	
Ability to clean to a high standard	A/I/R
Ability to work under supervision, as a member of a team and individually	A/I/R
Be willing to take full responsibility and ownership of tasks	I/R
Customer service driven	I/R
Take pride in your work	I/R
Ability to be flexible and work in different areas of the Academy if required	I/R
Ability to prioritise and manage own time effectively	A/I/R
Organised	A/I/R
Being able to demonstrate a basic level of written and oral communication skills	A/I
Energetic and able to complete cleaning shift in time allocated	A/I
Showing consideration for those around you	A/I
<b>Knowledge</b>	
Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils.	A/I/R
Understanding of confidentiality and why this is important in a school.	A/I/R
<b>Work Circumstances</b>	
To be able to undertake training as required.	A/I/R
To be flexible when necessary to accommodate various out of hours events taking place in school	A/I/R
<b>Desirable Selection Criteria</b>	
An good understanding of the Health & Safety cleaning requirements under Covid-19 regulations	
Previous experience of working in a cleaning role	A/I/R
Previous experience of working in a school	A/I/R
Knowledge of safeguarding procedures required for working in a school setting	
Previous experience in a customer service role	A/I/R
First Aid Certificate	A/I/R
<b>Key:</b>	
A = Application Form	
I = Interview	
R = References	

# How to Apply



## How to Apply

I hope that after reading the information in this pack you feel inspired to submit an application for this post. To apply you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two pages of A4, font size 11/12

**Applications are welcome electronically or handwritten. All applications should include:**

A fully completed application form including a fully completed Equal Opportunities monitoring form.

A covering letter no more than two sides outlining the following:

- How your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.

Closing date for applications is **noon on Friday 10 September 2021**.

Please note we accept electronic applications via [supportstaffapplications@park-high.co.uk](mailto:supportstaffapplications@park-high.co.uk). An automatic confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

*CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.*

*Park High School is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2015.*







**Contact Information:**

Park High School  
Venables Avenue  
Colne  
Lancashire  
BB8 7DP

Headteacher: Mrs C Eulert

Telephone: 01282865200  
Enquiries: [enquiries@park-high.co.uk](mailto:enquiries@park-high.co.uk)