



ELLESMERE PORT

Catholic High School

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

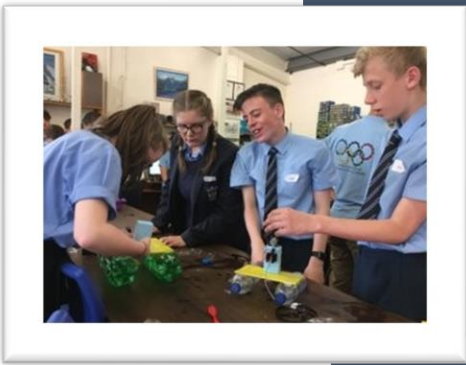
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher

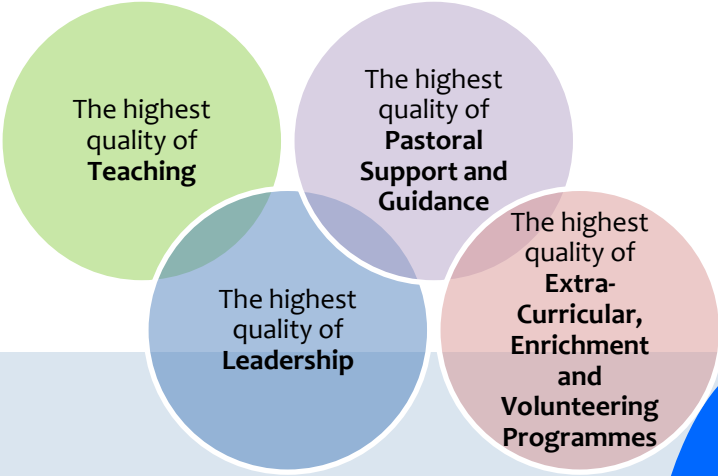


Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



With 964 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Cleaning Supervisor

Permanent

Grade 3 (£23,656 - £24,404) pro-rata per annum

£14,966 - £15,439 Actual

25 hours per week

42.5 weeks per year

In addition to the above, we offer an employee assistance Programme to you and your family, continued professional development, an excellent staff wellbeing Programme, and an attractive pension scheme.

Governors are seeking to appoint a Cleaning Supervisor to join our school cleaning team in providing an excellent cleaning service to the school.

The successful applicant is expected to undertake cleaning duties and supervise cleaners to ensure that cleaning is carried out in accordance with the requirements of the school. You will need to be highly self-motivated and have a flexible approach to the role.

Previous experience as a Cleaning Supervisor and a commitment to providing a quality service are essential.

For an informal chat about the role or to have a visit to school please contact, Mr Carl Jones, Business Manager at Businessmanager@epchs.co.uk or 0151 355 2373.

Application forms and further details are available to download from the school website www.epchs.co.uk under the menu tab, alternatively you may telephone the school to request an application pack. Please send completed applications to Human.Resources@epchs.co.uk or post to the school address, marked for the attention of Miss T Moore.

Closing date: 9.00am Friday 6th December 2024

Interviews will be held Wednesday 11th December 2024

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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November 2024

Cleaning Supervisor
Permanent
Grade 3 (£23,656 - £24,404) pro-rata per annum
£14,966 - £15,439 Actual
25 hours per week
42.5 weeks per year

Dear Applicant,

Thank you for your interest in the above post at Ellesmere Port Catholic High School. We are looking to appoint to start as soon as possible on a permanent basis, a Cleaning Supervisor to join our cleaning team. This is an exciting opportunity for an ambitious and hardworking individual to join a successful school at an exciting time in its development.

The successful applicant is expected to undertake cleaning duties and supervise cleaners to ensure that cleaning is carried out in accordance with the requirements of the school. You will need to be highly self-motivated and have a flexible approach to the role.

Previous experience in a cleaning role is essential, however we would also welcome applicants who are willing to learn on the job, with the drive and commitment to providing a quality service. Good stamina and a degree of physical ability is also necessary for this role.

Persons interested in this vacancy are invited to contact myself, to discuss the role in more detail before submitting an application.

The completed application form should be returned by 9.00am on Friday 6th December 2024 to Human.Resources@epchs.co.uk or via post to the address below, addressed to Miss T Moore.

Interviews will be held Wednesday 11th December 2024.

The application form allows some space for a supporting statement. The statement will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available, and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

Yours sincerely,

Mr Carl Jones
Business & HR Manager

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ
Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk
Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





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JOB DESCRIPTION

| | | | | | |
|------------------|--|--------------|----------|-------------------|-----------------|
| JOB TITLE | Cleaning Supervisor (Secondary School with staff) | GRADE | 3 | JOB REF NO | AAAE5005 |
|------------------|--|--------------|----------|-------------------|-----------------|

BASIC JOB PURPOSE

Undertake cleaning duties and supervise cleaners to ensure that cleaning is carried out in accordance with the requirements of the school.

| | MAIN RESPONSIBILITIES |
|---|--|
| 1 | Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower area) and fixtures and fittings, using, where appropriate, powered equipment. |
| 2 | Supervise Cleaning staff, ensuring that they carry out the specified schedule of daily cleaning tasks as necessary to meet the requirements of the school. |
| 3 | Order basic cleaning materials within the limits set by the Line Manager; to ensure that sufficient supplies are kept on site to carry out the required cleaning tasks. |
| Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. | |

OCCASIONAL TASKS

Holiday Cleans – thorough cleaning of all areas, carpets shampooed, etc.

HOW OFTEN PERFORMED?

Every school holiday - 6 times per annum



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PERSON SPECIFICATION

IMPORTANT

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If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: CLEANING SUPERVISOR

GRADE: 3

JOB REF: AAAE5005

| CRITERIA | DESIRABLE | ESSENTIAL | METHOD OF ASSESSMENT |
|------------------------------|---|---|---|
| Qualifications | <ul style="list-style-type: none"> ➤ Further Education qualifications relevant to the field. | <ul style="list-style-type: none"> ➤ GCSE Maths and English Grade C or above, or equivalent. ➤ An appropriate cleaning qualification. | Application Form Letter of Application References Interviews Certificates |
| Experience | <ul style="list-style-type: none"> ➤ Experience of working in a school or similar establishment. ➤ Line Management of staff. ➤ Demonstrate cleaning techniques to new staff. | <ul style="list-style-type: none"> ➤ Experience of working in a cleaning environment (at least 2 years). | References Certificates Letter of Application |
| Job Related Knowledge | <ul style="list-style-type: none"> ➤ Dealing with cleaning suppliers. ➤ Effective ICT skills. ➤ Planning and prioritising holiday cleaning activities ➤ Re-deploying/re-assigning staff during absences/shortages or equipment/power failures | <ul style="list-style-type: none"> ➤ Able to supervise a team of staff, delegating as required. ➤ Knowledge of current legislation and requirements. ➤ Working Knowledge of Health & Safety, COSHH & Safe handling guidelines. ➤ Knowledge of cleaning techniques, cleaning materials, electrical cleaning equipment (Hoover, buffer etc) | Application Form Letter of Application References Interview |



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|------------------------------------|--|--|---|
| <p>Skills and Aptitudes</p> | <ul style="list-style-type: none"> ➤ Ability use machinery and cleaning equipment. ➤ Ability to dilute chemicals. ➤ Effective administrative skills to support appropriate tasks e.g., completion of records. ➤ Maintain the building interior in clean, tidy and hygienic condition; awareness of Health & Safety Guidelines; awareness of activities of cleaning team members. | <ul style="list-style-type: none"> ➤ Able to communicate effectively with people of all ages and levels. ➤ Ability to ensure a high-quality service, which meets appropriate standards. ➤ Effective numeracy skills to support Finance related tasks, e.g. reports to Governors. | <p>Letter of Application</p> |
| <p>Other Requirements</p> | | <ul style="list-style-type: none"> ➤ Able to form good relationships with students, staff, and service users. ➤ Able to work flexibly to meet deadlines and respond to unplanned situations. ➤ Initiative and ability to prioritise one's own work. ➤ Desire to enhance and develop skills and knowledge through CPD. ➤ Commitment to the highest standards of child protection and safeguarding. ➤ Recognition of the importance of personal responsibility for health and safety. ➤ Commitment to the school's ethos, aims and its whole community. | <p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interview</p> |

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



Contact Details:

| | | | | |
|---|--|---|---|---|
| <p>1</p> <p>Phone 0151 355 2373</p> | <p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p> | <p>3</p> <p>Admin Email Admin@epchs.co.uk</p> | <p>4</p> <p>Website www.epchs.co.uk</p> | <p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p> |
|---|--|---|---|---|



“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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Catholic High School

Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ

www.epchs.co.uk | 0151 355 2373 | admin@epchs.co.uk