



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

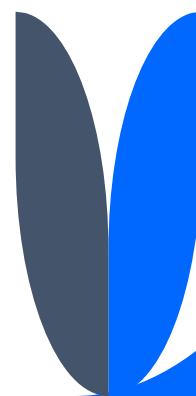
I would like to welcome and introduce you to Ellesmere Port Catholic High School.

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

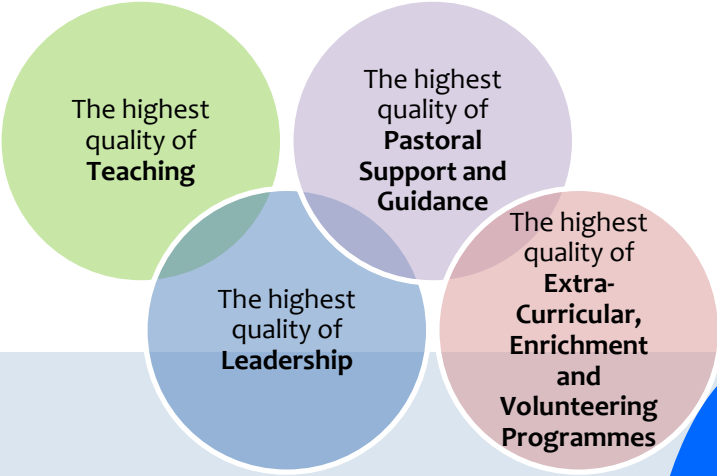


Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“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 973 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

Cleaner

Grade 2,

22 hours per week, 42.5 weeks per year

Actual Salary (£13,169)

(£12.26 per hour)

In addition to the above, we offer an Employee Assistance Programme to you and your immediate family, continued Professional Development and an excellent Staff Wellbeing Programme.

Governors are seeking to appoint an enthusiastic person to join our cleaning team between the hours of 3.00pm & 8.00pm.

Previous experience in a cleaning role would be an advantage. A commitment to high standards and providing a quality service is essential.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Tuesday 22nd April 2025

Interview date to be confirmed.

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 enhanced Disclosure and Barring Service check and online google search.

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





ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

March 2025

Dear applicant,

Cleaner
Grade 2,
22 hours per week, 42.5 weeks per year
Actual Salary (£13,169)
(£12.26 per hour)

Thank you for your enquiry regarding the above position. Cleaning hours take place after 3.00pm Monday to Friday. We are looking for an additional cleaner to join the team. For more information, please contact the school.

I enclose a copy of our job description, person specification and application form. **The completed application form should be returned by 9.00am Tuesday 22nd April 2025. Interview date to be confirmed.** Following completion of the short-listing process, shortlisted candidates will be telephoned and invited for interview.

Please complete the application form in full. CVs will not be accepted as a substitute for the information required. Please send complete applications to Human.Resources@epchs.co.uk or post back to Miss T Moore at the school address below.

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

I wish you well with your application. If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Carl Jones
Business Manager

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ELLESMERE PORT CATHOLIC HIGH SCHOOL

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JOB DESCRIPTION

| | | | |
|------------------|-----------------------------------|-------------------|-----------------|
| JOB TITLE | Cleaner (Secondary School) | JOB REF NO | AAAE5004 |
|------------------|-----------------------------------|-------------------|-----------------|

BASIC JOB PURPOSE

Undertake the cleaning of designated areas within 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. |
|----------|--|

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/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 DBS Criminal Record Check. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: Cleaner

GRADE: 2

JOB REF: AAAE5004

| CRITERIA | DESIRABLE | ESSENTIAL | METHOD OF ASSESSMENT |
|------------------------------|--|---|---|
| Experience | | Experience of undertaking a range of cleaning duties | Application form, interview and reference |
| Job related Knowledge | Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials | | Application form and interview |
| Skills and Aptitudes | Previous experience of operating a buffing machine | Ability to work effectively and supportively as a member of the school team Ability to follow instructions and work in an organised and methodical manner Ability to act on own initiative, dealing with any unexpected problems that arise | Interview |
| Other requirements | | Stamina – on feet throughout shift | Interview |

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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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