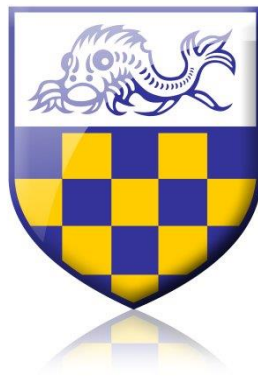


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2024**

**Cleaner Part Time 27.5 Hours**



# LONGHILL

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HIGH SCHOOL

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

July 2024

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement and they receive and feel that it is helping them improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision-making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Mrs R Otulakowski**  
**Headteacher**

Headteacher: Rachelle Otulakowski  
Email: [admin@longhill.org.uk](mailto:admin@longhill.org.uk)  
Website: [www.longhill.org.uk](http://www.longhill.org.uk)

## Longhill High School - Cleaner

### Job Description

**Job Title:** Cleaner - Full year.

**Responsible to:** Premises Manager via Team Leader.

**Hours of work:** 27.5 hours per week. 3 to 9 pm Monday to Friday. Hours of work include a 30 min unpaid break at 5.30 to 6 pm. Working hours during school holidays are 9.30 am to 3.30 pm.

During October, the school holds an open day for new pupils and parents. On that day we require our cleaning team to start work at 12.00 noon.

**Pay:** NJC Scale 3 £24,294 to £24,702 – Starting at £12.59 per hour

**Notice:** One month required.

### **Purpose of the Job**

To maintain cleanliness, tidiness, hygiene and safety within the school buildings and its grounds, in order to ensure the health, welfare and safety of staff, pupils and visitors, in accordance with health and safety legislation.

### **Main Functions**

1. To clean designated areas as directed. These areas may be changed according to the needs of the school.
2. To ensure that cleaning trolley and materials are fully maintained and secured. Replenishment of cleaning materials is done through the Cleaning Team Leader when required.
3. To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
4. To take appropriate health and safety precautions, where necessary, whilst carrying out duties thereby ensuring the personal safety of all staff, pupils and visitors.
5. To operate cleaning machinery in accordance with instructions and/or training, and within Health & Safety guidelines, and to keep such machinery in clean and safe condition, reporting faults to Cleaning Team Leader.
6. To assist in other areas of the school when required. This may be to cover a colleague when sick or on holiday.

### **General accountabilities:**

1. To ensure confidentiality of all information is maintained at all times
2. To undertake other tasks as directed by the Line Manager.
3. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. To be aware of and support difference and equal opportunities for all.

5. To contribute to the overall ethos of the school.
6. To participate in training and other learning activities and performance development as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

**Post Title:** Resource Support Level A - Cleaner

| Criteria   | Essential Criteria   |
|--|--|
| <b>Skills and Abilities</b>  | <ul style="list-style-type: none"> <li>• Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items and operate vacuum cleaners, scrubber dryers and floor mops.</li> <li>• The ability to work flexible hours.</li> <li>• Willingness to undertake necessary tasks of an unpleasant nature.</li> </ul>                                       |
| <b>Other Requirements</b>  | <ul style="list-style-type: none"> <li>• An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations.</li> <li>• Flexibility.</li> <li>• Reliability.</li> <li>• Mature attitude to work.</li> <li>• Willingness to learn, keep up to date with and implement Health &amp; Safety procedures/policies relevant to the role.</li> </ul> |
| <b>Desirable</b>   | <ul style="list-style-type: none"> <li>• Previous knowledge/experience of cleaning.</li> <li>• Experience of use of cleaning machinery.</li> </ul>   |
| <b>Equalities</b>  | <ul style="list-style-type: none"> <li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.</li> </ul>  |
| <p>Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> |  |

### **Additional Salary Information**

#### **Salary**

Please note that cleaners' salaries are calculated as per the following examples.

Cleaners work for 52 weeks per year and are paid for 52 weeks per year.

Annual Full Time salary ÷ 52 weeks' x paid weeks per year (52) ÷ full time hours (37) x actual hours worked (27.5).

**Therefore, the starting salary for a  
Cleaner working  
27.5 hours per week is:**

**£24,294 ÷ 52 x 52 ÷ 37 x 27.5 = £18,056 rising to £18,359 per annum**

## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.