

St Mary of the Angels Catholic Primary School  
Cleaner

FURTHER DETAILS

THE POST

A job description for the post is enclosed. Following a successful probationary period, this post is permanent.

SALARY

The basic salary is Grade 1, £16,394 pro rata for 10 hours per week, 44 weeks per year.

INTERVIEWS

You will be contacted as soon as possible if you are invited to attend an interview.

APPLICATIONS

Completed applications should be returned to Mrs T Mills, St Mary of the Angels Catholic Primary School, Rossall Grove, Little Sutton, Ellesmere Port, Cheshire, CH66 1NN.

Unfortunately, we are unable to notify every applicant of the result of their application, but instead, advise that if you have not received a letter inviting you to attend for interview within four weeks of the closing date, then you should assume that your application has been unsuccessful.

MAIN TERMS AND CONDITIONS OF SERVICE

HOURS OF WORK

The hours of work are 10 hours per week, 44 weeks per year. Usually these are worked either 6.00am – 8.00am or 3.15pm – 5.15pm each day. There may be occasions when you will be asked to work additional hours. Payment for these additional hours will be a flat rate.

SALARY

Salary is paid on the 18<sup>th</sup> of the month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a bank or building society account.

ANNUAL LEAVE

Annual leave entitlement for this post is 28 days per annum, inclusive of 8 bank holidays. An additional 5 days are granted after 5 years' continuous Local Government Service. The post requires that all leave will be taken during the school holidays.

NB Pro rata entitlements are applicable for staff working less than full time hours.

NOTICE TO TERMINATE

This appointment is subject to one months' notice by the employee. The County's notice varies according to the employee's length of service.

NO SMOKING

St Mary of the Angels is a non smoking organisation. Employees joining the school do so in the knowledge that they will be required to comply with these arrangements.

## SAFEGUARDING CHILDREN

The governors are committed to safeguarding the children attending this school. Any offer of employment will be subject to a satisfactory DBS, identity checks and two references.

## EQUAL OPPORTUNITIES POLICY

The governors of St Mary of the Angels are committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

## ASYLUM AND IMMIGRATION ACT

All external successful applicants will be asked to confirm, in advance of taking up the appointment, that you are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their passport, National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of their entitlement to work.

### What happens if I am called for interview?

Reasonable steps must be taken to check the identity of job applicants. People called for interview are, therefore, asked to provide photographic and documentary evidence of their identity. This can be a passport or new style driving licence and at least one recent item of address related evidence e.g. a utility (gas or electric etc) bill. If you do not have a passport or new style driving licence, your original birth certificate should be provided. If you have changed your name by deed poll or any other method, evidence of this will also be required.

### Are any background checks made?

Anyone offered employment at this school will be subject to an enhanced disclosure and barring service check before the appointment is confirmed. We will also seek to references to support your application.

Failure to declare information or the provision of false information could lead to the withdrawal of the offer of employment or dismissal.

### How will any criminal record information be used?

It is recognised that information provided on any disclosure is confidential and we will comply with the DBS code of practice; any information received will be handled carefully and in accordance with the provisions of the Data Protection Act.

- A criminal record will not necessarily stop an applicant obtaining a job (subject to particular circumstances or convictions, which make it unlawful to make an appointment). Any spent convictions will not be taken into account unless the job is exempt under the law and recruitment procedures will be based on an objective assessment of a person's ability. etc)