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Waunfawr
Aberystwyth
Ceredigion
SY23 3AW

January 2024

Dear Applicant,

Thank you for expressing an interest in the post of cleaners at Ysgol Penglais School. You will be joining the school at a very exciting time as we live our vision for Penglais in the future.

Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is respected and valued. We are working hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School becomes the school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning. Our recent GCSE results show significant improvements with 33% of all grades awarded at A*/A and 80% at A* - C.

We have an experienced body of staff who work hard and maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the ALN department work hard across the school to support students. The Sixth form is very strong with over 200 students, achieving excellent results again this year.

By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.

The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at hcl@penglais.org.uk, or on 01970 624811. I look forward to receiving your application.

Yours sincerely

Mair Hughes
Pennaeth/Headteacher

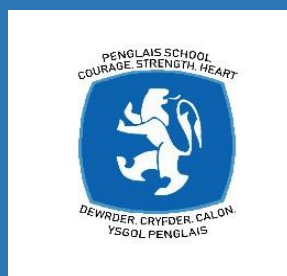
Pennaeth / Headteacher:- Ms Mair Hughes





PENGLAIS SCHOOL'S VISION: Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a strong, actively inclusive community, where everyone cares for each other. By developing our independent skills and working with staff, families and others in our community we will achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We empower students to take on challenges and recognise that this is key to their individual growth. By developing confidence, resilience, bravery, independence and acceptance, our students will become responsible citizens of their communities, Wales and the world.





PENGLAIS SCHOOL VALUES

Being respectful and kind

Being ambitious and resilient

**Developing independence,
confidence and responsibility**

**Embracing diversity and
celebrating success**

**Being proud and active citizens in
our communities**





Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by telephone or email
- Please submit your application form by 12 noon by the date below to hcl@penglais.org.uk
- You will be asked to sign a hard copy if you are appointed
- Ysgol Penglais School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.



Cleaners Grade 2 SCP 2 £11.59 per hour, term time

We seek to appoint permanent cleaners (12.5 hours per week with the possibility of further hours) Monday to Friday. You will be responsible to the Cleaning Manager and will ensure good levels of cleaning are maintained. We will consider a job share to fulfil the hours.

Ysgol Penglais School has much to offer:

- a rapidly improving school with good relationships between staff and students
- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- access to the bustling university town of Aberystwyth
- located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Helena Clements (PA to the Headteacher) on 01970 621110 or email hcl@penglais.org.uk

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

Closing date: 26/01/2024

Interviews: Week commencing 29th January 2024



Job Description – Cleaners

Job title: Cleaners
Salary grade: Grade: 2 scp 2 £11.59 per hour, term time
Accountable to: Cleaning Manager

Core Purpose:

- Responsible to the Cleaning Manager maintaining a high level of cleaning standards.
- Ensuring good levels of cleaning hygiene is maintained.

Key accountabilities	Key tasks
Provision of Service	<ul style="list-style-type: none"> • Duties will include various & regular cleaning tasks in areas of the building on a daily basis • Use vacuum cleaners and / or rotary floor polishers to keep carpets and hard floor surfaces clean. • Dusting and polishing • Damp wiping and disinfecting a range of surfaces. • Ensuring adequate stock levels of materials and daily maintenance of equipment. • Liaise with the Cleaning Manager • Be familiar with Health & Safety issues relating to tasks undertaken. • Undertake any cleaning associated task reasonably requested of you • Signing in/out daily • Report any faulty equipment to the Cleaning Manager
Health and Safety	<ul style="list-style-type: none"> • Follow guidelines & cleaning schedules as given on appointment • Maintaining security of premises
Other	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person • Be aware of and support diversity and ensure equal opportunities for all • Appreciate and support the role of other professionals • Attend and participate in relevant meetings • Participate in training and other learning activities and performance development as required • Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year but may be subject to modification or amendment at any time after consultation with the holder of the post.



Person Specification - Cleaner

Qualifications	<ul style="list-style-type: none"> • Hold a BICSc or UKCPAS certificate in 10 cleaning tasks (desirable)
Experience	<ul style="list-style-type: none"> • Experience of working with rotary polishing machines, scrubber dryers & vacuum cleaners (is desirable) • Experience of working in a cleaning environment of some description
Knowledge and Skills	<ul style="list-style-type: none"> • Can promote the awareness of cleaning services across the school • Communicating well with the team
Personal qualities	<ul style="list-style-type: none"> • Literate & numerate to enable post holder to understand written instructions, chemical labels, work schedules. • Physical activities require sweeping, stretching, bending & lifting on occasion. • Must be enthusiastic about the nature of the work. • Flexible attitude to work & able on instruction to vary work schedule. • Required to be physically fit & clean in dress & appearance. • Be aware of their responsibility towards Health & safety issues • Delivering a front-line service, the post holder must have due regards to promoting a positive profile for the School.
Other	<ul style="list-style-type: none"> • Commitment to the school's ethos, aims and its whole community

January 2024