

Ramsey Grammar School

Excellence for all



Cleaner Candidate Booklet



Ramsey Grammar School
Lezayre Rd,
Ramsey, Isle of Man,
IM8 2RG



Email: sarah.ball@sch.im

Web: www.rgs.sch.im

Facebook: <https://www.facebook.com/RamseyGrammarSchool>

Twitter: https://twitter.com/RGS_IOM

Instagram: https://www.instagram.com/rgs_iom/

Message from the Headteacher



Ramsey Grammar is a great school with a proud history dating back to 1865 and is hailed as being the first comprehensive school in the British Isles.

There is a strong sense of community in the school and in the town of Ramsey, which is reflected in the values and positive ethos shared by the school's students, staff and parents. Our staff members are extremely hard working and are committed to providing educational opportunities that help all students to excel. Ramsey Grammar School is a special place to work and we are dedicated to making a difference with all of our young people every day.

At Ramsey Grammar School we are committed to providing the very best education for our young people. We are looking, therefore, to recruit a cleaner who will bring high standards and integrity to an important role in school. The successful applicant will build strong relationships with students, staff and the community.

You will be joining an experienced and hard-working team that takes great pride in maintaining a clean, well-presented and secure school.

This role is ideal for someone who has a proven track record of great teamwork, integrity, a flexible approach to working and excellent attention to detail.

If you feel you are the right candidate for this role after reading through the specifics outlined below, we look forward to your application. Your application should be in the format below -

- A brief statement explaining your experience and why you feel you are a good fit for this role.
- A full and complete Curriculum Vitae outlining all work and education experience, addressing any gaps.

You will also be required to complete the Isle of Man Department of Education, Sport and Culture online application.



Our School



Our school is a secondary comprehensive, with a Sixth Form attached, and is located in the heart of the sunny seaside town of Ramsey, serving the north of the Isle of Man. We are a large, diverse school with over 930 students on roll. Ramsey Grammar is a thriving and happy learning community where expectations and standards are exceptionally high. We are driven by our core values of respect, responsibility, fairness, community, kindness and trustworthiness. We have a deep-rooted commitment to enabling all of our students to achieve excellence regardless of starting point or ability.

We are dedicated to enabling the success of every student in the school and, for us, this means a high-quality learning experience in every classroom. We pride ourselves in being lifelong learners at Ramsey Grammar school, staff and students alike. Our school is a place where young people's talents and abilities are nurtured and where they can develop their passions and ambitions.

Our aim is to have all of our students leave the school as highly qualified, articulate, proud and confident young adults. We want them to leave with amazing memories, solid foundations and with aspirational goals for their future. We are committed to ensuring our students leave us with the skills, knowledge and understanding to be future-ready and have a positive impact on the world.

We are a proud school and know the importance of our work.

Our dedicated staff work tirelessly to support student success, excellent outcomes and positive progress for all while also nurturing our students to become well-rounded and respectful global citizens.

Our Location



We feel fortunate to be located in such a wonderful part of the world. The Isle of Man is blessed with an extensive coastline, stunning natural landscapes, and the cleanest beaches in Europe. With its dramatic scenery and picturesque coastlines, the island is beautiful year-round. The island is host to multiple National Heritage sites and is a world-renowned UNESCO Biosphere. You can explore the Island in original train carriages and tram cars from the 1870s, on the electric mountain railway and vintage steam trains. The Isle of Man is an island steeped in rich history, has the oldest continuous parliament in the world, and is proud to have been the first country in the world to allow women to vote in a national election.

Of course, motorsport enthusiasts are very well catered for by the TT and Manx Grand Prix but also by short circuit racing, rallying and stock cars, for example. We are also lucky to enjoy locally sourced and produced fine foods ranging from our delicious Manx queenies to the famous Manx kippers! The island offers the potential for an amazing lifestyle for adults and children alike. Here you will discover beautiful rolling hills, rugged coastlines, fabulous beaches, plantations, and an array of woodland walks to explore. Outdoor adventures abound including walking, cycling, fishing, golf, kayak and paddle boarding, coasteering and also competitive field sports. The Isle of Man truly offers the chance to find a perfect work-life balance and, although relaxed by nature, you will find that the Isle of Man can also get the pulse racing!



Our Facilities



The two main parts of the school, East, built-in 1931, and West, built-in 1940, are some 200 metres apart with an adjoining pathway. The buildings have been well maintained and a programme of upgrading classrooms and corridors has produced a high-quality learning environment. We have a purpose-built student support unit as well as an on-site Design & Technology, Gymnasium, a vast open-plan Art studio and dark room, Drama studios, purpose built Agricultural Science classrooms, and a state-of-the-art teaching piggery, the Hector Duff Sixth Form Centre including 122 seat tiered Lecture Theatre, textiles suite, music practise rooms, modern Sports Hall, PE classrooms, Aerobic Suite, magnificent Science Block, two canteens and dining halls, running track, Weights room, an all-weather floodlit 'Astroturf' pitch, as well as several multi-purpose pitches for sports and athletics that wrap around the school grounds with views of the surrounding hills of Barrule, Claghbane and Glen Auldyn.

School Farm

We are immensely proud of the RGS School Farm that we have on-site. There are two dedicated Agricultural Science labs, a sheep shed with our school flock, purpose-built piggery, polytunnel, greenhouse with hydroponics and vegetable plots, and a poultry pen. In 2011 RGS was awarded Farm Assured Status and meat from our farm is sold to the public solely by a local butcher and is also offered to students in the canteen. We are proud to have received nominations for multiple awards as well as winning many awards from the School Farms Network Education Alliance over the years, which have included – 2017 Best School Farm – Secondary School (Winner), 2017 Best School Farm Leadership (Finalist), and 2018 Best Use of School Farm in the Curriculum (Finalist), and 2021 Farm Leader (Winner). Staff and students are encouraged to visit the Farm to see the animals year-round, but especially during the arrival of piglets, chicks, and the lambing season.



Creative Arts Areas

We have two black box theatres in our Drama Department kitted with high tech lighting and sound that is currently being further modernised with community funding that has been awarded to the school by the Coop Community Fund. These spaces allow us to really immerse the students in the world of theatre and performance when they are in their drama lessons. We have an impressive triple art studio space in the school with an adjoining darkroom. The space is really quite a special place in the school and truly encourages creativity and artistic freedom. This is seen in the spectacular artwork produced by our young people. The Music Department provides several opportunities for performance including two Carol Services, concerts and productions throughout the school year. RGS ensembles have taken part in the Manx Music Festival. The Creative Arts Department also puts on regular productions, which allow students to participate in a number of ways. Instrumental instruction in strings, brass, woodwind, percussion, both electronic and acoustic guitars and voice is available from the Department of Education Sport and Culture's team of visiting (peripatetic) teachers.

Design and Technology Space

D&T is essentially a practical subject. It involves students in researching, designing, testing and evaluating products as well as in making them. Students undertake various activities: product analysis; focused practical tasks that develop a range of techniques, skills and knowledge; and design and-make assignments in different contexts. Computers are used extensively for researching, designing and testing products, and for presenting ideas. Products are made in a wide range of materials, including wood, metal, plastics and textiles (often in combination), as well as food. We have five well equipped rooms where students can use a range of hand and machine tools and work with a variety of computer-controlled machines. They learn about and make use of a variety of control systems including electronics, mechanics and pneumatics. Students also learn about design and technology in the wider world, including processes and materials, and the cost and time involved in manufacture. In design and technology lessons, students can work individually and in teams of varying sizes. They take part in whole-class sessions for discussion, presentation and evaluation. A range of courses, including vocational ones, are available for Key Stage 4 and 5.

Sporting Facilities

The school grounds are extensive and house a full side running track, two tennis courts, two rugby pitches, a dance studio and three football pitches: grass, indoor and Astroturf. We have two exercise gym suites on site that are used both for lessons as well as extracurricular clubs. Our indoor multi-purpose gym is large and well equipped, and we also have a small indoor traditional multi-purpose gym that is well-maintained. Both staff and students alike enjoy getting involved with sports at Ramsey Grammar School and our teams have had and continue to have many successes in the island-wide competitions.

Lecture Theatre

We have a beautiful university-style tiered lecture theatre in our Sixth Form area. This is used for large class teaching, events and celebrations alike.

Job Description

Salary: Pay Band 2 £24,556 - £27,075 (pro rata for part time) per annum

Contract type: 15 hours per week - twilight

Hours of Employment: Part Time

Reporting to: Site Manager

Responsible for: Ensuring site cleanliness and hygiene

Employment Duties

The main purpose of the job is to work as part of a team and in conjunction with the Site Manager and other staff to thoroughly clean designated areas of Ramsey Grammar School and always ensure a high standard of cleanliness and hygiene.

Holiday entitlement and pensions are linked to the Terms and Conditions for PSC Manual Workers.

Relationships

The post holder is accountable to the Headteacher who will delegate some responsibilities via the school's line management structure.

Post Duties and Responsibilities:

The Role Overview

Cleaning

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- Washing, cleaning, sweeping, tidying, vacuum cleaning, polishing and dusting of designated area of School premises, including cleaning windows
 - Removal of refuse from litter receptacles for disposal
 - Cleaning of toilets, showers and associated fittings
 - Using mechanical powered equipment where appropriate, eg. polishing machines, scrubbing machines, vacuum cleaning wet and dry.
 - Cleaning brush heads, changing filters and bags
 - Reporting on maintenance faults and defects noticed when carrying out their duties

Health and Safety

- 
- Awareness and compliance with health and safety in working area on a day-to-day basis and ensuring, as far as reasonably practicable, that he/she is familiar with all relevant health and safety legislation and recommendations and that these are observed within his/her areas of responsibility.
In particular, the postholder is required to:-
 - i) be familiar with the School Policy Statement on Health and Safety at Work
 - ii) report any accident in the post holder's area in the accident book
 - iii) be familiar with the risk assessments and COSHH assessments on all chemicals
 - iv) take responsibility for own personal hygiene, health and safety and ensure that appropriate clothing and footwear are worn at all times

Internal School Security

- 
- Lock classrooms and close/lock windows
 - Actively involved in school's energy efficiency programme



Other Factors

- To work constructively and flexibly as a team member by undertaking other tasks appropriate to the grade and role.
- Maintaining good working relationships with colleagues
- Contributing to a quality service working to agreed standards



School Holiday Periods

- On occasions during holiday periods when refurbishment/building works are taking place, the post holder will be required to clean areas which will have some degree of unfavourable / disagreeable elements which may require additional hours being worked
- During normal holiday periods, duties will vary. Additional hours being required where intensive cleaning is necessary and flexible working patterns during school closure periods will be required.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cleaning Staff will carry out.

The post holder may be required to do other duties appropriate to the level of the role as directed by the Headteacher.

Personal Specification



Qualifications	Essential / Desirable	Means of Assessment: <i>Application / CV / Interview / Assessment / Pre-employment checks</i>
Current First Aid Certificate	D	CV
Experience and knowledge of working with various types of machinery for cleaning multiple surfaces, and follow procedures for cleaning the machinery after use	E	CV / Int
Experience		
Working in a similar role, or using similar skills	E	CV / Int
Experience working within a school environment	D	CV / Int
Previous experience of working in a cleaning role.	E	CV
Knowledge and Skills		
Excellent attention to detail and high standards of work	E	CV / Int
Able to follow Health and Safety practices, standards expected in terms of cleanliness and hygiene, including knowledge of COSHH in respect of working with chemicals and products for cleaning various surfaces.	D	CV
Able to priorities areas for cleaning considers which materials and equipment to use. To be able to refer to supervisor details of equipment breakdown and requests for supply of new materials	D	CV
Good interpersonal and communication skills, with the ability to communicate effectively with colleagues, children and parents	E	CV/ Int
Ability and desire to achieve high standards, be able to discuss areas to be cleaned and equipment to be used	E	CV
Ability to work effectively independently and as part of a team, must be flexible and adaptable	E	Int
Excellent inter-personal skills	E	CV / Int
Other		
Physically able to carry out the requirements of the role	E	Pre
Must have an adaptable approach to work	E	CV / Int
The ability to work as part of a team	E	CV / Int
An excellent communicator who will work effectively with staff, students and members of the public	E	CV / Int

Act in a professional manner	E	CV / Int
Positive approach to challenges and change with a willingness to be trained and to apply new ways of working	E	CV / Int
Driving licence	D	CV / Int
Isle of Man worker	D	App
A commitment to promoting the ethos and values of the school	E	CV / Int
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard all property, assets, and the reputation of the school	E	CV / Int
Satisfactory Police check	E	Pre

SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: March 2024

Next review date: March 2026

Line manager's signature:

Date:

Postholder's signature:

Date:

