



CAMBRIDGE ROAD, LINTON, CAMBRIDGE, CB21 4JB

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Principal: Caroline Derbyshire, MA

PART TIME CLEANERS REQUIRED FOR 1 SEPTEMBER 2010

THE COLLEGE

At Linton Village College everyone is a learner and every learner matters.

Our mission is to be a world class centre of learning and so we aim:

- to be a vibrant learning community which embraces change and is at the vanguard of innovation in education
- to provide outstanding teaching and learning, a personalised curriculum and superb learning environment
- to sustain outstanding levels of achievement at all key stages
- to equip our learners with the skills, attributes and values they need as 21st century global citizens
- to collaborate with community partners to foster social cohesion and to ensure that our community prospers
- to nurture exceptional leadership at all levels in the organisation.

Linton Village College is a specialist Foundation Community College, serving the villages of this part of South Cambridgeshire. In addition to the provision of education for 11 - 16 year olds, the College, an extended school, also provides for the learning, sporting and leisure needs of people in the area through our Community Education programme and Sports Centre. The College was redesignated as a Business and Enterprise Specialist School in 2008. The College has recently been awarded Applied Learning as its second specialism.

The College has an excellent reputation and is oversubscribed. The judgement of Ofsted in November 2007 was "Linton Village College is an outstanding school in which students prosper".

In terms of examination results, the College is marked by outstanding achievement: 84% of students gained grades A* - C at GCSE in 2009 and our value added figures demonstrate excellent student progress.

Standards at KS3 are an area of strength for the school and results place us as the very best in Cambridgeshire. Over 80% of students progress to further education, mainly in Cambridge.

In addition, the College has a strong tradition of music, drama and art with highly acclaimed performances and exhibitions each year.

We are an outward looking organisation and we therefore have developed links with schools in France, Germany and South Africa. A French exchange takes place every year and several two-way visits with South Africa have taken place. We believe that travel and breadth of experience are valuable for all our young people and there are frequent opportunities to visit museums, art galleries and theatres in Cambridge and further afield as well as a range of residential outdoor education opportunities throughout the country.

The College works with de Montfort University and the Faculty of Education at Cambridge University in the training of student teachers. This is recognition of our success and keeps us in touch with the world of higher education and initial teacher training. The College is also an IIP school.

The management structure is open and collegiate with the Principal having overall responsibility for the whole Community College and Sports Centre while working closely with the Deputy Principals, Assistant Principals and Heads of Faculty to manage the 11 - 16 school.

At just over 800 students the College is large enough to provide a very broad and well equipped curriculum, yet small enough to allow all students and their families to feel known and part of a caring organisation where individuals matter. Students at the College have a reputation for exceptionally good behaviour and a warm and friendly manner.

A £15m building programme is underway which includes a co-located all age Special School (which opened its doors in September 2006) on the campus as well as new and refurbished sport and leisure facilities and a major rebuild of the main College itself.

JOB DESCRIPTION - KEY RESPONSIBILITIES

Cleaning facilities

Under direction, undertake any work that falls within the range of a cleaning operation, which includes: dusting, emptying litter bins, picking up litter, sweeping, washing, vacuum cleaning, scrubbing, buffing, polishing, toilet/washing facilities cleaning in all areas of the establishment.

Preparing facilities

Assist in the preparation of rooms and appropriate work areas. (eg meeting rooms, classrooms, catering facilities).

Maintaining facilities

Report to line manager any maintenance requirements determined.

Ordering

Restocking facilities (soap/paper/flipcharts). Report when stocks are low/ensure stock levels are maintained.

Site security and safety

Work to ensure and maintain safety and security of building and those within it; store all equipment and chemicals used in the appropriate manner; escalate any safety or security issues to line manager (responsive manner).

Working with contractors/other workers

Work with, support and cooperate with all workers on site.

Customer/client focus and awareness

Displays general courtesy and diplomacy and is polite in all communications; demonstrates understanding of different users and their service needs.

Working standards

Meet requirements of cleaning specification and works to expected standards set by others; complies with work procedures; completes work within agreed timescales; responds to requests and takes actions when asked; performs reliably and efficiently; approaches work with enthusiasm and energy.

Team working

Co-operates and works well with others; responds to constructive feedback; shows consideration and respect for others.

Reporting

Report any faults with materials and/or equipment as necessary.

Problem solving and complaints

Recognises when a problem exists; identifies the cause of the problem and seeks clarification on how to resolve the problem; escalates problems in accordance with procedures.

Record keeping

Simple recording - checklists; signing off work to confirm completion etc.

Training

Willingness to undertake and accept training and advice.

++++ Other such duties of an equivalent level as assigned.

KNOWLEDGE

Organisational awareness

Understands LVC's terms and conditions of employment; aware of importance of complying with rules and procedures; acts in a way that supports the values of the organisation.

Customer/client awareness

Knowledge of rules relating to formal and informal interactions with customer/service users; complies with instructions and policy in interactions with customer/service users; understanding of different users and their service needs.

Health and Safety knowledge

Understanding of H and S issues and willingness to undertake training as required; basic knowledge of H and S policies; knowledge of chemicals and proper personal use of cleaning equipment; verbally report all safety issues to line manager.

COSHH Regulations

Awareness of requirements in relation to materials used.

Education

No specific education requirements; can respond to oral instructions and grasp key points.

SKILLS

Manual/moving and handling skills

Desired - willingness to undertake training.

Ladder Training

Required.

Building maintenance and carpentry

N/A

Gardening

N/A

First Aid

Not required.

EXPERIENCE**Previous Experience**

No previous experience required.

PERSON SPECIFICATION

Criteria	Essential or Desirable
Experience	
Experience of working with children	D
Experience of working in a school or college environment	D
Knowledge, skills and abilities	
Ability to maintain confidentiality of staff/student information	E
A willingness to undertake training.	E
Personal Qualities	
Suitability to work with children and young people	E
Flexibility	D
Commitment to working with other staff as part of a team	E
Self-motivation and ability to work on own initiative.	E
Personable and well presented.	E
Desire to learn and take on new challenges.	E
All employees of Linton Village College share responsibility for the welfare of students in our care and for child protection.	E

RECRUITMENT INCENTIVES

- Free membership of the College's Fitness Suite.

THE POST

Required for 1 September 2010, cleaners to work 2 or 3 hours per day Monday – Friday, term time only, plus one week in the school holidays. The hours can be worked between 3 pm and 9 pm. Rate of pay £6.30 per hour.

APPLICATIONS

Your letter of application should include: your motivation for the post; your skills, knowledge and experience; experience you have gained outside work through voluntary experience or leisure interests. Completed applications should be returned to Elaine Clayton at the College by Wednesday 14 July 2010. Only applications submitted on the College's application form will be considered. If you do not hear from us within 6 weeks of the closing date please assume that your application has been unsuccessful.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to CRB clearance and satisfactory references.

We welcome applications regardless of age, gender, ethnicity or religion.

Caroline Derbyshire
Principal
July 2010