

1. School Name	St Michael's Nursery and Infant School
2. Post Title of Vacancy	Part-time permanent cleaner
3. Is this a re-advertisement	Yes

4. CCC Vacancies Site	Date you wish advertisement to appear
Yes	ASAP

Please complete and return this form to advertise.pa@capita.co.uk

For fully completed request this will be processed within 2 working days.

Include any essential requirements e.g Teaching Assistants and Administration staff may require a relevant NVQ etc. **It is also necessary to state the reason why a vacancy is only being offered for a fixed term** e.g. "required to cover maternity leave of current post holder" "required to assist in the installation of new IT Network"

6. Advertisement Text (please type in the box below)

Permanent



Cleaner Required

**12.5 hours per week
(evenings)**

The hours required are Monday to Friday 3:30pm – 6pm.

The post will involve lone working and key holder responsibilities as follows:

- Securing the school buildings and gates each evening.
- General cleaning duties in our Lower School building - 3 classrooms, school hall and cloakroom/toilet areas.

This post will be paid for 38 weeks working during term time plus 4 weeks working during school holidays pro rata.

OP1 Pay Grade 1 £23,151pro rata which includes Living Wage Supplement of £12.00ph.

This school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be required to undertake an enhanced disclosure via the Disclosure and Barring Service (DBS).

Application form is available online at
www.smhwkt.cumbria.sch.uk please send
completed application to

admin@smhwkt.cumbria.sch.uk

Closing Date – Tuesday 16th April 2024 NOON

Interview – Friday 19th April 2024

Start Date – Monday 22nd April 2024

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Please remember to carefully check the content of your advertisement against the checklist at the bottom of the page.

9. SCHOOL CHECKLIST			
	Yes	N/A	Notes
9a. In all cases			
Working Hours			
Salary Details			In line with STPCD and NJC/Local Collective agreements,
Allowances			
Status FTC/Permanent			
Work Base			
Safeguarding paragraph			
Advert text completed and checked			
If part time have you included "pro rata"			
Have you included a closing date			
Have you included interview date			
Have you included details of how and where to obtain an application pack			
9b. For Heads/Deputies/Assistants			
School Group NOR			For Headteacher vacancy Salary range is 7 points Deputy/Assistants 5 point range
9c. For fixed term appointments			
End date if offered for a fixed term			Should run to the end of a school term
Reason for appointment being offered for a fixed term			Remember you must have objective justification to advertise for a FTC

10. AUTHORISATION	
Name	Zoe Stagg
Post Title	Business Manager
E-mail address	admin@smhwkt.cumbria.sch.uk

Contact no.	01900 608111
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Disclaimer:

I understand that by completing, signing and submitting this request form that any work undertaken in respect of this request will be charged, regardless of whether the advertisement goes to press.

I accept that in addition to Capitas' standard administration charge I am liable for any additional external costs associated with the placement of this advertisement. These will be accepted and paid in full in accordance with Capitas' standard payment terms.

I understand that Capita will check over the content of the form submitted and offer advice and guidance where necessary. However, cannot be held liable for any errors in the advertisement as a result of the information that I have submitted.