

SOUTHEND HIGH SCHOOL FOR BOYS

CLEANER (EARLY MORNING) Candidate Information



At Southend High School for Boys, talent is nurtured, and learning is valued. Challenge is welcomed, participation is expected, and achievement is prized. Pupils are happy and prosper at the school. The education we provide is world class.

Thank you for your interest in our school and for reviewing this application pack.

I have been a member of the staff team at Southend High School for Boys since January 2005, taking on the role of Headteacher from September 2024. This is a great school. Every day is rewarding. The school and governing body are committed to providing a high-quality service so that every child fulfils his or her potential.

We recognise this can only be achieved through the recruitment and retention of talented, motivated employees who are suited to, and fulfilled in the roles they undertake. Please look at our website; it will help give you a sense of our values and offers an insight into the vibrant activity that fills each week.

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Pupils are happy and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school and stay in contact for many years.

Our school preserves values and traditions from the past and prepares pupils through a contemporary curriculum for the world of tomorrow.

With best wishes



Rachel Worth
Headteacher

"Contemporary traditions: one with future and with past"



About The Role

For over 100 years, Southend High School for Boys (SHSB), has been providing a world-class education inspiring and empowering boys aged 11-16 along with boys and girls in our sixth form, to achieve their full potential. Our rich heritage and commitment to academic excellence, makes SHSB a truly unique and inspiring place to learn and work.

We are looking for a number of early morning Cleaners to join us in September 2026. Please note these positions are on a 1 year fixed term contract as part of an ongoing review of school cleaning processes.

About The Role:

You will;

- Clean allocated sections of the school as advised and as per the Checklist of tasks.
- Work alongside a team to ensure whole-school cleanliness
- Participate in the school holiday deep clean process

About You:

- Experienced in a range of cleaning duties, preferably in a large-scale or commercial environment
- Ability to learn and follow procedures
- Willing to take responsibility for standard of work carried out
- Able to maintain confidentiality on all school matters
- Able to work independently and within a team

.....the opportunity





SHSB's main school, has 180 boys in each year group 7 to 11, and a large sixth form with 400 A-level students - a mix of boys and girls, with over 100 girls. The school was rated outstanding against every inspection criteria (Ofsted 2024) and has been recognised as one of the top schools in East Anglia.

Ofsted referred to 'an ethos of excellence in both academic achievement and a wide range of activities that permeates all aspects of the school' and they described 'the quality of education provided at SHSB as **world-class and second to none**'.

We are immensely proud of our exceptional academic outcomes, which routinely place our students amongst the top performers nationally. However, through our 2020 vision, we are also committed to developing our students as future leaders who are morally, socially and emotionally equipped to take an active role in society.

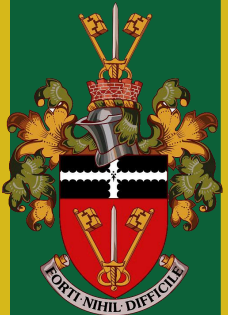
Pupils spend seven years at Southend High School for Boys: the influence of the school throughout those years can be significant in determining the life trajectory for every student. Our vision is to set them on the path towards young adulthood with the highest aspirations and equipped to make a positive and worthwhile contribution to society – often in the role of leaders. Pupils learn what we teach, but more significantly they learn by how we teach.

Talent is nurtured, learning is valued, challenge is welcomed, participation is expected, and achievement is prized. The school is recognised as a welcoming institution, with an open and friendly approach, where outstanding behaviour is elicited through fostering mature relationships. It is this that makes Southend High School for Boys such a unique, supportive and remarkable place.

Our passionate and hard-working staff deliver the highest standards of teaching and learning, being highly motivated subject matter experts; a fact endorsed by Ofsted. Our staff provide unwavering support and guidance to all students, equipping them with the knowledge and skills to excel.

Our students are ambitious for themselves and for others. They embrace challenge and aim for the highest standards in everything they do. From enriching extra-curricular activities to embracing leadership opportunities, our students develop into confident and capable young men and women who go on to make strong and effective contributions to society.

We successfully blend progressive initiatives with our treasured traditions including our thriving house system which was established in 1908 and remains a very important part of life at SHSB today. People enjoy being part of our community because it is a place where the traditional values, mutual respect, integrity and care are placed at the heart of all we do. Being a part of this school means being part of something truly exceptional, and our students are proud to wear the green blazer.



SHSB is a creative and pioneering teaching community. In 2006 we became a Leading Edge school. This accolade recognised our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so pupils benefit from a stimulating learning experience and staff benefit from collaboration and professional development with like-minded enthusiastic individuals.

The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools, having been designated as a regional research hub in 2019, and have a wide-ranging professional development programme.

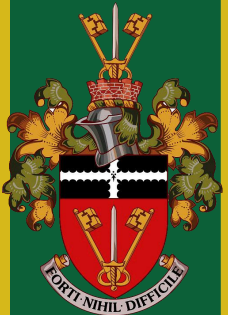
We were the first secondary school in the Eastern counties to receive the Challenge Award and the first in the world to secure a fifth accreditation, in recognition of our provision for the highly able learners.

Assessors in the report commented: "Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life."

Our values are reflected in various accolades including being recipients of the Gold Equalities Award for our pioneering work in this field, as well as being a Fairtrade institution and a Pupil Premium Awards winner.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its sport, music, science and drama. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years.

Success isn't only achieved through exceptional performance. It's about consistency, and consistent hard work leads to success.



Job Overview

- **Job Title:** Cleaner (early morning)
- **Reports to:** Cleaning Supervisor
- **Job overview:** Undertake cleaning within the school according to agreed Checklist using a variety of methods (including machinery) whilst adhering to safety regulations

Main Duties

- Clean allocated section as advised by Cleaning Supervisor; follow Checklist to ensure all tasks are completed to a high and consistent standard. This will include daily, weekly and other regular tasks. Some areas may require specific cleaning tasks e.g. Food Technology or Science labs
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Maintain good working relationships with other school staff and co-operate with reasonable changes to daily work routines to assist the smooth operation of the school
- Assist with the locking and unlocking of rooms and windows, and switching on/off lights as needed to complete tasks
- Replace stock where necessary e.g. paper towels, toilet rolls, bin liners
- Participate in the deep clean process in school holiday periods; following instruction for tasks according to priority or ad hoc need
- In case of absence, cover additional cleaning sections of the school as needed
- Window cleaning (internal and external) including high level, with a pole system, where a safe system of work has been defined in accordance with Health and Safety requirements
- Undertaking cleaning of allocated area(s) and secondary cleaning when required, including cleaning floors and using buffing machine
- Carrying out school based procedures in the event of fire/flood/breaking and entering/accident/uninvited guests
- Understand and follow H&S procedures and information relating to role-specific matters e.g. use of chemicals and PPE
- Proactively report any damage to buildings or potential H&S risks
- Participate in the performance and development review process annually, taking responsibility for development and training, in discussion with Line Manager
- Take pride in the maintenance of the School premises to a high standard as a fundamental part of his/her duties
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace



Person Specification



Experience

- Previous experience cleaning in a school is desirable
- Experience of undertaking a range of cleaning duties;
 - Vacuuming
 - Dusting
 - Mopping
 - Scrubbing
 - Buffing
 - Disposing of waste
 - Replenishing consumables

Skills and Knowledge

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials
- Knowledge of COSHH and the safe use of chemicals
- Knowledge of cleaning best practices
- Ability to learn and follow procedures on when and how to seek support
- Ability to learn and follow procedures on when and how to hand over control
- Ability to understand and interpret instructions
- Ability to count and do basic calculations
- Ability to use relevant cleaning equipment effectively
- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Motivation and flexibility
- Time management
- Understanding and following safety rules
- Understanding and carrying out set tasks

Personal Attributes

- Willingness to clean any area of the school as requested by the supervisor
- Willingness to take personal responsibility for standard of work carried out
- Ability to follow/give instructions and provide information when required
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some lifting and moving of equipment (or with adjusted appropriate support)
- Ability to work effectively as part of a team and/or independently
- Ability to record and report observations

The benefits

Benefits:

- Auto-enrolment into a contributory pension scheme (LGPS for support staff, employer contribution 22%)
- Free on-site parking and cycle to work scheme
- CPD through internal and external providers (including a subscription to National College)
- Employee Support Programme offering retail discounts and vouchers, a 24/7 confidential advice line, and counselling.
- Specsavers Eye care vouchers
- Free use of the sports facilities

Key terms:

- Hours: Monday to Friday 04.00 – 07.00am (15 per week)
- Term time (39 weeks) plus 10 days to be worked across school holidays for deep cleaning
- Duration: 12 month Fixed term contract
- Remuneration: The Essex Schools' Local Government Scale 1, Point 3 which is £24,796 FTE gross per annum. The actual salary is £9,042 gross per annum which includes an element of holiday pay.

Please apply via the school's mynewterm recruitment page. If you require an application form in an alternative or printed format please contact the school.

Applications Deadline: 17th July 2026
Start date: 1st September 2026
Interviews: w/c 20th July 2026

The need to appoint quickly means we reserve the right to appoint at any time.

Contact: Applicants who require further information should contact the HR Manager at recruitment@shsb.org.uk or telephone 01702 606 200.

If you feel you might need any adjustments to help support you during the recruitment process please contact us; we want to make sure everyone has the opportunity to evidence themselves at their best.

To Apply:

.....how to apply

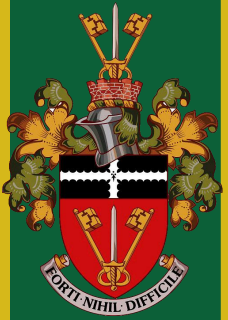


Southend High School for Boys is situated in the heart of the city of Southend On Sea, a resort city on the north side of the Thames Estuary in Essex, southeast England.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed - the longest leisure pier in the world which it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend is now the 52nd city in England and the second in Essex having been granted granted city status in 2022 by Queen Elizabeth II in memory of Sir David Amess, the Conservative MP for Southend West.

The school is thirty miles from London and is close to main road and rail links from London, and to Chelmsford and Cambridge.



Data Protection and Privacy Notice:

Under data protection legislation, you have the right to request access to information we hold about you. To make a request, contact enquiries@shsb.org.uk. You also have the right to:

- object to the processing of personal data if it is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. If you have a concern about the way we are collecting or using your personal data, you can raise your concern in the first instance either with the HR Manager (HR@SHSB.org.uk) or our Data Protection Officer (dpo@shsb.org.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Recruitment & Selection Policy:

The Trustees recognise the value of achieving a diverse workforce including people from different backgrounds, with different skills and abilities. We are committed to ensuring our recruitment and selection processes are conducted in a systematic, efficient, and effective manner, and promotes equality of opportunity. Please refer to our website for full details of our Recruitment & Selection policy.

Safeguarding:

SHSB is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974. To assess suitability to work with children, the School is permitted to ask applicants to declare all convictions and cautions in advance of attending an interview (including "spent" convictions unless they are "protected" under the DBS filtering rules)

