

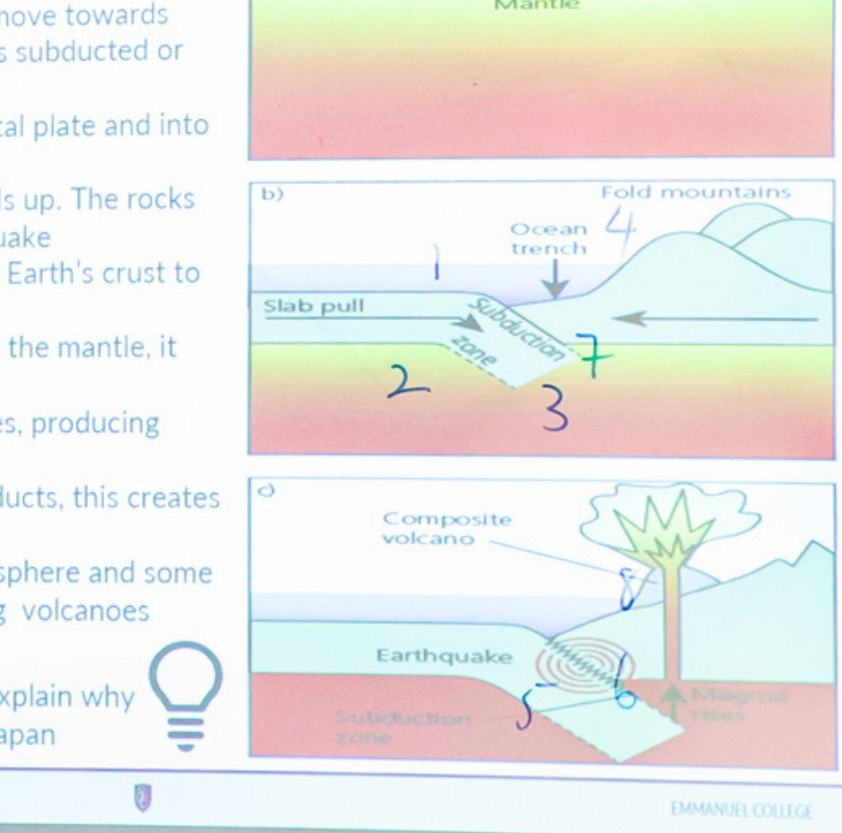


EMMANUEL COLLEGE

*Emmanuel Schools Foundation*

# CLEANING ASSISTANT

VALUED, CHALLENGED, INSPIRED



“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

# WELCOME

Dear Applicant

I am delighted that you are interested in applying to be a Cleaning Assistant at Emmanuel College.

We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who has high expectations of themselves and the students we serve.

Emmanuel College is a truly exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards are maintained because of a relentless commitment to expectations and routines and so all staff should be enthusiastic about upholding these. We are committed to the holistic development of young people: outstanding teaching goes hand in hand with opportunities for character development.

As Principal, I am looking for staff who care deeply about securing the best life chances for the young people in our care.

We believe that we are an outstanding school, not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about the their day and looking forward to strengthening the relationships they have with colleagues as well as students.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.

  
 Nat Ogborn  
 Principal

# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES



“  
ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”



“  
**SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”**

# SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!





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**A PLACE WHERE EVERYONE IS  
WELCOME AND SAFE”**

## THE **ROLE**

Reporting to the Cleaning Team Lead, the Cleaning Assistant will work as part of a Cleaning Team to ensure the cleanliness of the college is maintained throughout the school day with deep cleans being carried out at specific times of the year. The main responsibilities include:

- working as part of the Cleaning Team to carry out duties as required;
- demonstrating a willingness to fulfil duties as requested (including dusting, sweeping, vacuuming, mopping, restroom cleaning, office cleaning, corridor cleaning etc);
- maintaining a standard of cleanliness on a daily, weekly and periodic basis as seen to be acceptable by the Facilities Manager;
- ensuring the safe use and storage of cleaning chemicals;
- maintaining a safe and secure working environment in line with college Health & Safety procedures;
- attending appropriate training courses as requested by the college;
- building positive and professional working relationships with all colleagues;
- any other reasonable tasks as requested by the Facilities Manager, Cleaning Supervisor or Senior Management throughout employment.

# THE PERSON

Ideally the successful candidate will be able to evidence through their application form and at interview the following attributes:

- willingness to serve and work as part of a team;
- customer focussed approach;
- ability to keep calm under pressure;
- excellent communication and interpersonal skills;
- positive attitude;
- ability to work unsupervised and prioritise workload;
- willingness and ability to establish and maintain good working relationships;
- a positive, flexible 'can do' attitude with enthusiastic approach.

Whilst training will be given, a strength of the candidate will be to have knowledge and experience of:

- up-to-date knowledge of regulations e.g. COSHH and Health and Safety legislation;
- knowledge of Health and Safety for the role;
- experience of cleaning on a large scale;
- experience of working in a school environment.



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**A PLACE WHERE ALL STUDENTS AND STAFF HAVE EQUALITY OF OPPORTUNITY AND SUPPORT”**



# APPLICATION DETAILS

## **Vacancy details:**

Term time plus 5 days. Mon–Thurs 15:50–18:50; Friday 14:40 –18:40

Salary - National living wage £12.71 per hour which will be paid in 12 equal monthly instalments

Start date: ASAP

## **Deadline:**

Closing date 9:00 am, Monday 1 June 2026

Interview date to be confirmed

## **How to apply:**

For further information, please visit [www.emmanuelcollege.org.uk](http://www.emmanuelcollege.org.uk) or call HR on 0191 460 2099 or email [hrgateshead@esf-org.uk](mailto:hrgateshead@esf-org.uk) . A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



**EMMANUEL COLLEGE**

*Emmanuel Schools Foundation*

Principal Nat Ogborn MA

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**EMMANUEL SCHOOLS  
FOUNDATION**