



RECRUITMENT PACK



ST JOHN FISHER CATHOLIC HIGH SCHOOL

Housekeeper

Ofsted
Good
Provider

**CATHOLIC SCHOOLS
INSPECTORATE**
THE AUTHORITY FOR THE INSPECTION OF CATHOLIC SCHOOLS, COLLEGES AND ACADEMIES
OUTSTANDING

Learning together as a community in Christ

Welcome to St John Fisher

We are a thriving Catholic school community serving young people in the heart of Wigan.

We believe in delivering a challenging, broad and balanced curriculum underpinned by a strong faith experience and an excellent pastoral care system.

We believe every child deserves to feel safe and valued and, because of this, our young people flourish academically, socially and spiritually in our school.

Our mission statement, **Learning Together as a Community in Christ** encapsulates everything we do.

We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like - being respectful, polite, kind and aspirational.

Could you be part of our team?

Thank you for taking an interest in our school.

Alison Rigby

Headteacher



Why work at St John Fisher?

We have high expectations of our students and of our staff - people matter in our school. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people - we want them to do their best and be their best.

We are a Good school, as judged by Ofsted in November 2021. Further, we are an Outstanding Catholic School, as confirmed by our Catholic Schools Inspectorate inspection within the new framework in June 2023.

We have a very supportive and experienced governing body who fully involves themselves in the life of the school and school improvement strategy.

It is an exciting time for our school community as our school was identified as one of fifty schools to be in the first stage of the Department for Education's new School Rebuilding Programme.

Our new state-of-the-art school with a separate sports facility is under construction and will be ready for January 2025.

Currently, our school is effectively operating amongst the construction with adapted breaktimes and lunchtimes, using existing school blocks and the addition of a temporary block. This current situation presents us with immense challenge, however, due to our cohesive and supportive staff team and loyal pupils our school is managing incredibly well and is looking forward to moving into an innovative and modern environment.

Be part of something exciting...



St John Fisher is part of the Liverpool Archdiocese

The Archdiocese of Liverpool Education Department (Secondary) are a thriving family of 36 Catholic secondary schools and sixth form colleges who collaborate extensively and support each other. The group of schools and colleges are also supported by a unique diocesan school improvement service, the only one in the country. The schools and colleges are arranged in clusters which contain a mix of academies, local authority schools and religious order schools. St John Fisher is in the East cluster.

The archdiocesan school improvement service provides support with curriculum, attendance, behaviour, SEND and disadvantaged pupils. There is a full programme of activities throughout the school year for senior leaders, middle leaders (curriculum and pastoral) and other staff. Archdiocesan schools are also supported by the Teaching School who lead our SLEs and two teacher training organisations.

The school improvement service is part of the diocesan Education Department, staffed by professionals who provide support and advice to headteachers, governing bodies and clergy. The Department also provides guidance and advice to schools and colleges in matters including governance, staff recruitment, admission arrangements, religious education, and capital development.

As a Christian organisation, the archdiocese is committed to the wellbeing and development of all school staff; they support everyone in the schools and colleges to flourish and grow professionally and personally.

As part of the diocesan family, you will be part of a large organisation dedicated to transforming education through faith and innovation. As a teacher, you will have the privilege of shaping young minds and hearts, ensuring every child receives an education rooted in love, excellence, and hope.

More information can be found on the archdiocese website: [Education - A great Catholic education](#)



What we do for the wellbeing of our staff

- Commitment to Health Assured Employee Assistance Programme.
- Strong commitment to ongoing staff training and development including engagement in NPQ programmes and Masters accreditation.
- Strong and healthy relationships between SLT and staff.
- An appraisal process which recognises staff (teaching & non-teaching) contribution to school priorities and follows a developmental approach rather than performative.
- Recruitment of additional staff to strengthen the pastoral team.
- Reasonable expectations with regards to staff duty commitments.
- Strong commitment to reducing staff workload and decision-making processes consider staff wellbeing.
- High levels of staff consultation.
- Advance notice for staff with monitoring and evaluation tasks and a well-planned and transparent annual calendar.
- Regular information sessions for staff to help staff make informed career choices and feel supported in the school environment e.g. menopause, pensions etc.
- SLT are a visible presence around school both during lessons and in unstructured times of the day.
- Wellbeing weeks in school calendar to support staff in managing workload.
- Active social calendar for staff.
- SLT arrange detentions each Friday to reinforce standards.
- Support for staff spiritual development through school chaplaincy, regular Masses and liturgy.
- Birthday cards for every member of staff.
- Coffee Van every Wednesday to purchase food/drink
- Well-Being Action Group to voice any issues
- Discounted JD Gym Membership
- Discounted Wrightington Health Club & Spa Membership
- Blue Light Discount
- All Wigan Council Be Well Gym Membership
- Member of The Cinema Society (free/discounted cinema tickets)
- Health and Well-Being Hub
- Employee Assistance Programme
- Fisher Family Award every term



The Support Team

Overview

We are a forward-facing, student-focussed school which is constantly evolving to meet the ever-changing needs of the school. Our school has high expectations for our staff, who are friendly, forward thinking and adaptable. Our school support staff team work very closely with the teaching staff so that we can ensure the best outcomes for our pupils. Above all, we are a team and we strive to foster strong relationships with our pupils, parents and the surrounding community.

The school is in a period of significant change and flux as we prepare to move into our exciting brand-new school building in March 2025.

The Teams

There are a number of different teams that support the smooth running of the school which include administration team (exams, reception and finance), technicians, cover supervisors, pastoral staff, learning support, welfare, site staff and cleaners.

In addition, there is the core admin team, headed by the Business and Finance Manager who is a member of the Senior Leadership Team, and supported by three section heads. This consists of the HR Manager, the ICT Network Manager and the Operations (including finance) Manager who each lead a team of dedicated staff.

There are also other members of the team who take their day-to-day lead from other members of the Senior Leadership Team. This includes the School Chaplain, Data & Communications Manager and Examinations & Healthcare Officer.

Environment & Resources

The school support team are located in offices across the school site with the Main Office being based in the Reception area. Staff in the Main Office provide a warm and friendly welcome to all staff, pupils and visitors to the school. There are also other offices which are located close to the Reception area, which house finance, business and site management. The new school build will bring a consolidation of administration staff offices which will enable staff to work more collaboratively. Our IT facilities are constantly being reviewed and upgraded to ensure they are easily accessible to all and our IT team are available to assist.

Professional Development Opportunities

Staff are encouraged to express themselves to constantly improve the school systems and collaborate with other schools working in the Local Authority and across Liverpool Archdiocese. Staff are encouraged to undertake appropriate training for professional development to improve their knowledge, skills and potential. Significant opportunities exist for advancement in this school.

Housekeeper

Job Description: Housekeeper

TO	To undertake cleaning duties of classrooms and allocated areas as directed by senior premises staff. To assist with security duties as directed on school premises and site.		
Reporting to:	Operations Manager / Site Manager		
Responsible for - Staff	NA		
Liaising with:	Senior cleaning/site staff		
Grade of post:	G3	Gauge ref:	A23338
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none"> To maintain the security of the school premises by securing entrances (locking/unlocking), exits and areas, reporting potential security breaches. To ensure lights and other equipment are turned off as appropriate To undertake cleaning duties including graffiti removal, litter picking, collection and assembly of waste for collection. To undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting. To undertake monitoring of pupil toilets during unstructured times. To undertake cleaning duties within allocated areas in line with specified standards To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training) To undertake basic record keeping as directed To undertake First Aid Training to become a First Aider within school To refill and replace consumables and to collect and dispose of waste To report faulty equipment and other maintenance requirements to the appropriate person. To perform duties in line with health and safety regulations (COSHH) To handle cleaning materials in line with COSHH regulations To take action where hazards are identified, reporting serious hazards to the line manager To undertake hospitality duties when required To support with preparing the school site for events on an ad hoc basis To undertake specialist cleaning programmes during school closures or other designated periods

Continued...

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To undertake any other duties commensurate with the grade and job as directed by the line manager.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within your remit.



Housekeeper

Person Specification / Selection Criteria

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of caretaking / grounds maintenance in a school or similar environment		D	A, I
Experience of cleaning building interiors		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in relevant discipline (Cleaning) or willingness to work towards it	E		A
Willingness to undertake relevant training for examples COSHH, health and safety at work	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of COSHH requirements		D	A, I
Basic knowledge of health and safety at work regulations for example moving and handling		D	A, I

Continued...

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		A, I
Ability to prioritise own workload	E		A, I
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of cleaning	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I



Application Process

Visits

If you would like to come and visit our school to help you in your application please contact us on recruitment@sjf.wigan.sch.uk

Applying for the role:

Please use the following links to access the appropriate forms and guidance;

Support Staff Application Form - [Click here](#)

Application Forms and GDPR Guidance - [Click here](#)

Recruitment Monitoring Form - [Click here](#)

Rehabilitation of Offenders - [Click here](#)

Timescale

The deadline for all applications: **Friday 25 April 2025 at 12 noon**

Interviews: **Monday 28 April 2025**

Further Help

If you have any questions or issues with your application please email recruitment@sjf.wigan.sch.uk





ST JOHN FISHER

CATHOLIC HIGH SCHOOL

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