



We love, we learn, we live.

**The Roman Catholic Diocese of Hexham and Newcastle  
In partnership with Bishop Wilkinson Catholic Education Trust**

## **CLEANER - 2 POSTS**

**£17,842 FTE, Grade 1 pro rata**

**12 hours per week, Term Time Only plus 11 days, Fixed Term until 31.8.2022**

St Mary's Catholic First School, Hencotes, Hexham, NE46 2EE.

Tel: 01434 603791

St Joseph's Catholic Middle School, Highford Lane, Hexham, NE46 2DD.

Tel: 01434 605124

**Email:** [admin@hexhamstmarys.uk](mailto:admin@hexhamstmarys.uk) and [admin@hexhamstjosephs.uk](mailto:admin@hexhamstjosephs.uk)

**Website:** [www.hexhamstmarys.uk](http://www.hexhamstmarys.uk) and [www.hexhamstjosephs.uk](http://www.hexhamstjosephs.uk)

**Headteacher:** Mr Paul Naughton    **Number on Roll:** 112 and 279

### **Required as soon as possible**

The governors of St Mary's Catholic First School and St Joseph's Catholic Middle School are seeking to appoint two cleaners to work across St Mary's Catholic First School and St Joseph's Catholic Middle school. You will be reliable, conscientious and able to work with a range of colleagues and as part of a team.

St Mary's RC First School and St Joseph's First School are located in Hexham. St Mary's RC First School and St Joseph's RC Middle School are warm welcoming schools, pupils' behaviour is exemplary and all staff are committed to ensuring the highest standards possible are achieved for the pupils. The Senior Leadership Team is committed to on-going professional development for all staff.

These good schools benefit from an experienced, talented and energetic staff team.

### **We will offer:**

- supportive governors and parents, polite, well-mannered children and committed, energetic and imaginative work colleagues;
- opportunities for Continuing Professional Development.

## **The successful applicant will:**

- work under the direction of the Caretaker undertaking cleaning duties as required on school premises.
- be part of a welcoming and supportive team of staff, parents and governors.
- gain the opportunity to join schools with a culture of continuous improvement.
- have high expectations for self, pupils and others.
- have a commitment to working within a team.

St Mary's Catholic First School and St Joseph's Catholic Middle School are part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 24 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 30 schools by the end of 2021 and reach a total of 48 schools by 2022.

## **How to apply**

Application forms and further details are available from the school websites: [www.hexhamstmarys.uk](http://www.hexhamstmarys.uk) or [www.hexhamstjosephs.uk](http://www.hexhamstjosephs.uk) Completed application forms should be returned by email to [alison.mellor@hexhamstjosephs.uk](mailto:alison.mellor@hexhamstjosephs.uk) If you would like to speak to someone regarding this vacancy please contact Alison Mellor, Senior Admin Manager by email at, [alison.mellor@hexhamstjosephs.uk](mailto:alison.mellor@hexhamstjosephs.uk)

**Closing date: Friday 24<sup>th</sup> September 2021 by 12 noon**

**Shortlisting: Friday 24<sup>th</sup> September 2021**

**Interviews to be held: week commencing Monday 27<sup>th</sup> September 2021 (TBC)**

Only applications received on the CES application form will be considered for shortlisting.

*The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.*

*In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the 'Notes for Applicants' document.*

## **Equality Monitoring**

*Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.*

*The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.*

***Emailed applications are acceptable***

*Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.*