



# St. Julie's Catholic High School

## Cleaning Assistant

### Application Pack

**REQUIRED IMMEDIATELY**

**Hours of work: 10 hours per week (Part time) Monday to Friday: 3.00 pm to 5.00 pm**

**Term Time only (39 weeks per year) plus 10 hours during school holidays**

**Salary: Grade 1 (Point 3) Actual salary £6,360 (Pending Pay Award)**

**(26 days holiday included)**



## **Welcome to St Julie's Catholic High School**

### ***"Serve the Good God Well with Much Liberty of Spirit"***

Dear Applicant

Thank you for your interest in the post of Cleaning Assistant at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in Woolton, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their

potential and to develop and share their unique talents

- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiart. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior, and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiart our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor

health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *"Never let the peace of your heart be disturbed by anything in the world."* She also said that *"we must have hearts as wide as the world."*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

*"Students including Sixth Form are proud to be part of this caring and close-knit school community"*

*"A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself"*

An opportunity has arisen for the school to appoint an enthusiastic and reliable Cleaning Assistant at St Julie's Catholic High School to join our committed Premises Team. You will support the schools Cleaning Supervisor and Facilities Manager in maintaining the site utilising various cleaning equipment.

We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt  
**Headteacher**

*"Let us help each other with all our hearts and with all prayers"*

St Julie Billiard

# Job Description

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Title</b>                     | Cleaning Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Working Time</b>                   | Part Time, 10 hours per week, Term Time Only, 39 weeks per year plus 10 hours during school holidays as directed by the school throughout the year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Salary/Grade</b>                   | <b>Grade 1: (Point 3)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Hours of Work</b>                  | 3.00 pm to 5.00 pm Monday to Friday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Reporting to</b>                   | Facilities Manager/Cleaning Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Line Manager</b>                   | Facilities Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Main Purpose:</b>                  | To work within the team to clean the school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Operational Strategic Planning</b> | <ul style="list-style-type: none"> <li>• To clean a designated area of the school, using equipment such as buffer machines, vacuum cleaners, etc. as identified by the Premises Administrator.</li> <li>• Reporting of hazards or problems associated with your designated work area to the appropriate person.</li> <li>• To show due regard to the Health and Safety of yourself, colleagues and students.</li> <li>• To abide by School policies, procedures and current Government Legislation.</li> <li>• To carry out basic duties in the kitchen area in the event of a staffing emergency.</li> <li>• Work reasonable additional hours when necessary, by prior agreement, unless in the event of an emergency.</li> <li>• To undertake any training that has been identified as being required for the undertaking of your duties.</li> <li>• To maintain confidentiality of information obtained at work.</li> <li>• To cover for colleagues' work when directed or through your own initiative where appropriate.</li> </ul> |
| <b>Management Information</b>         | <ul style="list-style-type: none"> <li>• To attend meetings and training as directed by the Premises Administrator.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Communications</b>                 | <ul style="list-style-type: none"> <li>• To ensure that any issues relating to child safety are relayed to the Premises Administrator, teacher in charge as soon as possible.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Marketing and Liaison</b>          | <ul style="list-style-type: none"> <li>• To make sure at all times that the designated areas are clean and hazard free</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Pastoral System</b>                | <ul style="list-style-type: none"> <li>• To comply with the school's safeguarding procedures and to undertake the relevant courses as necessary.</li> <li>• To support the development of staff in the team and to assist with the monitoring of their development as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                              |                                                                                                                                                                                                                                                                       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quality Assurance</b>     | <ul style="list-style-type: none"> <li>• To help implement the school procedures and Best Value principles.</li> <li>• To implement and assist the improvement of methods to maintain a clean, health and safe working environment for staff and students.</li> </ul> |
| <b>Additional Duties</b>     | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school supporting our mission statement and encourage staff and students to support this ethos.</li> </ul>                                                                            |
| <b>Other Specific Duties</b> | <ul style="list-style-type: none"> <li>• To continue Professional Development as agreed with Line Manager</li> <li>• To engage in the Performance Review process</li> </ul>                                                                                           |

While every effort has been made to explain the main duties and responsibility of the post, each individual tasks may not be identified.

Employees will be expected to:

- Comply with any reasonable request from a Manager to undertake work of a similar level or grade that is not specified in the Job Description.
- Be courteous to colleagues and to provide a welcoming environment to visitors.
- Have a consistently clean, tidy and orderly appearance.
- Possess a reasonable level of fitness suitable for the work required.

The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# Person Specification

|                                 | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE                                                                                                                           |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Experience                      | <ul style="list-style-type: none"> <li>• Competence in carrying out a range of cleaning tasks</li> <li>• Ability to understand, follow and give instruction and communicate clearly to Facilities Team and School</li> </ul>                                                                                                                                                                                                      |                                                                                                                                     |
| Skills, knowledge and qualities | <ul style="list-style-type: none"> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• Appropriate IT skills to fulfil requirements of post</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety Regulations for example COSHH, manual handling</li> </ul> |
| Personal Attributes             | <ul style="list-style-type: none"> <li>• Willingness to clean any area of the school as requested by the Facilities Manager</li> <li>• Willingness to take personal responsibility for standard of work carried out.</li> <li>• Be flexible to changing demands of the post</li> <li>• Excellent time keeping and reliable</li> </ul>                                                                                             |                                                                                                                                     |

|                 |                                                                                                                                                                                                                                                                                                                    |  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                 | <ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by the school, to further knowledge</li> <li>• Willingness to maintain confidentiality on all school matters</li> <li>• Will need to be able to manage some heavy lifting</li> </ul> |  |
| Pastoral Skills | <ul style="list-style-type: none"> <li>• Able to maintain a professional, yet caring and compassionate approach to dealing with students</li> <li>• Suitable to work with children</li> <li>• An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant</li> </ul>   |  |
| General         | <ul style="list-style-type: none"> <li>• Supports the ethos of the school</li> <li>• To be flexible and adaptable</li> </ul>                                                                                                                                                                                       |  |

**All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies**

Closing date for applications: Friday 4<sup>th</sup> September 2026 at 9.00am

Shortlisting will take place: Friday 4<sup>th</sup> September 2026

Interviews will be held: Friday 11<sup>th</sup> September 2026

- [Safeguarding Policy](#)
- [Code of Staff Conduct](#)
- [Safer Recruitment Policy](#)

Visit our website for more information [www.stjulies.org.uk](http://www.stjulies.org.uk)