



# Sutton Coldfield Grammar School for Girls

## Application Pack for Cleaner (morning or afternoon)

Start date: **February / March 2025**

Closing date for applications: **9.30 am on Wednesday 29th January 2025**

Interview date: **Friday 31st January 2025**

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This is a permanent, term-time only post 12.5 hours per week, Monday to Friday  
6.00am to 8.30am **or** 3.30pm to 6.00pm

Full-time equivalent salary range: £23,656 - £24,027  
Prorated, actual annual salary range: £7,114 - £7,393  
(£12.43 - £12.62 per hour)

*(dependent on skills and experience)*

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in this post. We are looking for two hardworking, responsible and trustworthy team players to join our dedicated site team in maintaining the high standards of our school environment. Our cleaning is managed in-house and the cleaning team report to the Building Services Manager. A job description, person specification and application form are enclosed for your information. The successful candidates will be required to complete an enhanced disclosure check through the Disclosure and Barring Service (DBS) and be contracted to work 12 hours 30 minutes per week, term time only. We have vacancies for morning and/or afternoon cleaner posts, to work either 6am to 8.30 am or 3.30 pm to 6 pm.

At Sutton Girls, our focus is on teaching and learning. Students are highly motivated, have a thirst for knowledge and a desire to learn. Students are encouraged to embrace challenges, apply their knowledge, and build their resilience and independence. This is a really supportive and happy environment in which teaching and support staff work together to provide students with a high quality, broad and balanced education.

Ranked the 45th best secondary school nationally in the recent Sunday Times Parent Power Survey, we have fantastic results and are embedding a culture of development across the whole staff. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1200 students in the school, including 316 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12. We are fortunate to have great facilities which are well-maintained; these include a historic main building complemented by contemporary, modern buildings such as our new classroom block and sports hall.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards  
Headteacher



## Job Description - Cleaner

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Responsible to:** Building Services Manager

### Job Purpose:

- To be responsible either as an individual, or as part of a team, for the cleaning of the designated area of work within Sutton Coldfield Grammar School for Girls.

### Duties and Responsibilities:

- Carry out cleaning duties in a designated area, as directed by the Building Services Manager.
- Clean and sanitise classrooms, toilets, offices, corridors, and other common areas, including desks, chairs furniture and fittings.
- Maintain cleanliness in staff rooms, kitchens, and dining areas.
- Empty bins and dispose of rubbish.
- Sweep, mop, and vacuum floors, ensuring all areas are tidy and well-maintained.
- Dust and wipe surfaces, including desks, windowsills, and furniture.
- Clean windows and glass doors as required.
- Report any damage or maintenance issues to the Building Service Manager.
- Ensure that cleaning products are stored safely and used according to COSHH safety guidelines.
- Follow health and safety standards, including the proper handling of chemicals and cleaning equipment.
- Assist in setting up and cleaning after school events or activities.
- Adhere to a cleaning schedule and ensure tasks are completed in a timely manner.
- Use electrical cleaning equipment in a safe and proper manner, following all safety precautions, including checking for damage to cables and plugs before and after each use.

### General:

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



## Person Specification

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Previous experience as a cleaner is desirable.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to undertake a range of cleaning duties.</li><li>• Ability to lift cleaning equipment and supplies, manoeuvre and operate cleaning equipment.</li><li>• Understands and can work to procedures, follow instructions and read labels.</li><li>• Able to work both as part of a team and independently.</li><li>• Ability to work on own initiative, dealing with unexpected problems as they arise.</li><li>• Willingness to work in any part of the building as directed.</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• Willingness to undertake any appropriate training.</li></ul>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"><li>• No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out required measurements.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Committed to safeguarding and promoting the welfare of children and young people.</li><li>• Ability to follow agreed dress code and code of practice for behaviour.</li><li>• Awareness of the need to personally work safely.</li></ul>



## How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk), and addressed to Dr Barbara Minards, Headteacher.

**Deadline for Applications: 9.30am on Wednesday 29th January 2025.**

**Interviews will be held on Friday 31st January 2025.**

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.





## Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

## Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

# Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.**

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart  
Mrs Lisa Neal  
Mrs Meg Mahoney  
Miss Rebecca Pegg  
Dr Barbara Minards**

**Headteacher: Dr Barbara Minards**

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

***If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.***

***The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.***

