



**GREENSHAW**  
LEARNING TRUST



# Cleaner Recruitment Pack

**ALWAYS  
LEARNING**

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Headteacher: Miss K Parkhouse

Dear Candidate

Thank you for your interest in the post of Cleaner at Tyndale Primary School. This is a permanent, part time post, 7.5 hours per week, term time only + 25 days (to be worked in the summer holidays).

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.


As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Tyndale Primary School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information [cbyth@tyndaleprimary.co.uk](mailto:cbyth@tyndaleprimary.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Katie Parkhouse  
Headteacher

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Cleaning Supervisor
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary calculated in line with NJC pay scale, SGH13 point 2-3. Actual salary: £4,768 - £4,843 per annum
<b>Hours of Work:</b>	7.5 hours per week, Monday to Friday, 3.30pm - 5.00pm. Term time plus INSETS, plus 25 days to be spread over school holidays
<b>Place of Work:</b>	Tyndale Primary School, Tyndale Avenue, Yate. BS37 5EX
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Holiday Entitlement:</b>	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description

### Key purpose of the role

Housekeeping staff are responsible for carrying out all cleaning duties that enables the school to operate fully and efficiently as an effective learning environment.

The postholder is expected to be flexible in their approach to their working practices and duties and to carry out all reasonable requests as required by their line manager including:

- Taking on and working in different areas of the school
- Using new cleaning techniques as appropriate
- Undertaking any training organised by the school
- Operating any reorganisation in the cleaning schedule that is deemed necessary for the benefit of the school

### Key Duties

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to others
- Undertaking training in use of methods, materials and equipment, as instigated by the Cleaning Supervisor
- Replenishing supplies of washroom supplies etc. as directed
- Responsible for cleaning equipment including emptying vacuum cleaners and buffer vacuum bags at the end of each session; cleaning and checking all equipment used after use; checking cables for wear and tear and storing away in a suitable safe area; and, notifying Cleaning Supervisor of any faults found
- Follow the system cleaning methods as directed
- Report cleaning supplies requirements and low stock levels to the Cleaning Supervisor
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition
- Any other related duties, appropriate to the grade of the post as directed by the Cleaning Supervisor and/or Site Manager.

### Health and Safety

- Ensure security of the building i.e. check windows and doors are closed/locked.
- Report any faults to electrical cleaning equipment, do not use until fault is repaired.
- Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturer's written instructions and that all chemicals are securely stored away when not in use
- Ensure all PPE issued is worn at all times, including tabards and rubber gloves.

- Display wet floor signs when cleaning floors.

## Supervision

- The post holder will be expected to work with limited supervision to an established work pattern.
- Variations in work requirements or allocation will be determined by the Cleaning Supervisor

## Physical effort

- In addition to cleaning tasks, some lifting is required which may include the movement of cleaning equipment and school furniture

## Working environment

- The cleaning duties will be undertaken indoors on the school's premises. On occasions, this may involve cleaning vomit or excrement from toilet areas

## Generic

- To participate in school initiatives where every person is expected to contribute to learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Head teacher.
- Be able to use a Gmail account to receive and respond to emails, and use calendar on a daily basis. Support can be given to setup.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Knowledge and Experience	Essential	Desirable
Experience of general cleaning including furnishings and fittings, carpets and other floor surfaces on a regular basis	●	
Experience of using cleaning materials in a safe manner	●	
Experience of working in a school environment		●
Previous training / experience relating to Health and Safety within a cleaning environment and COSHH regulations		●
Be prepared to undertake training in safe working practices and health and safety legislation relating to cleaning, manual handling, cleaning and the use of equipment and materials (including COSHH)	●	
Skills and Abilities	Essential	Desirable
Ability to use own initiative as well as working within a team environment	●	
Ability to be attentive to detail	●	
Ability to understand and carry out verbal and written instructions	●	
Ability to organise and prioritise work	●	
Ability to work flexibly as the need arises	●	
Personal Qualities	Essential	Desirable
Commitment to achieving a high standard of cleanliness and hygiene	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
Excellent attendance and punctuality	●	
Able to communicate effectively	●	
Responsible, honest and reliable	●	
Good personal organisation	●	

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on 10 March 2025. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on 11 March 2025. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### 3. Interview Process

Interviews will be held on 17 March 2025. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact *Mrs Clare Blyth* – [cblyth@tyndaleprimary.co.uk](mailto:cblyth@tyndaleprimary.co.uk)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.