

# APPLICANT PACK



## WOODLANDS PRIMARY



Realising Potential. Transforming Lives.

## Advert

**Post:** Cleaner

**Contract Type:** 15 Hours, 52 weeks

**Contract term:** Permanent

**Full time salary:** £18,887 – £19,264

**Actual pro rata salary:** £7,656 – £7,809 (with under 5 years' service)

**Commencement Date:** Sept 2022

We are seeking to appoint an enthusiastic Evening Cleaner to join our friendly and supportive team at Woodlands Primary School.

The Cleaner will support operations in all areas of the school maintaining cleanliness and safety to the highest standards.

### **The right candidate will:**

- take pride in their work
- have experience ideally gained within a busy and demanding environment
  - have a keen desire in maintaining the school's cleanliness
  - an ability to work using their own initiative
  - an alignment to a can-do culture
- the capability to maintain effective relationships
- a high level of communication skills and the ability to relate positively to children and adults
- the talent to adapt to changing situations and learn new skills
  - a keen eye for ensuring the safety of our pupils
  - strong principles that are aligned with the school

The hours of work will be 3.30pm–6:30pm, Monday to Friday.

We are passionate about enabling all our students the very best start in life at Woodlands Primary School. Great support staff make a difference.

If you are interested in applying for this role, please submit a Mercia Learning Trust Application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note we do NOT accept CV's or Council Application Forms.

**Closing Date:** Sunday 10 July 2022

## Headteacher's Message

Thank you for your interest in joining Woodlands Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

At Woodlands Primary School we care about success and about each other. We have high expectations inside the classroom and outside the classroom in all that we do. As a community school, we take our role seriously in providing the best quality care and education for children from age 2 to 11.



We focus on the important things that children need. We do not focus solely on outcomes and test results, but on giving children the right attitudes and knowledge for a successful life. To demonstrate this, we have our "4 Is" which we want all children to become: intelligent talkers, insatiable readers, impeccably behaved and inclusive citizens. Everything we do should focus on these.

Many of our children need the care and attention of our school to be like a family. So, we have our family values which are:

**RESPECT:** resilience, empathy, self-respect, punctuality, enthusiasm, character and talk.

All of us need to show these values at all times, our staff, children and community. This means we develop in our knowledge and our behaviour.

Our staff team are central to our success. They drive and accelerate the provision we offer to our community and we want the very best people to join us. We have a very strong staff team who are all focused on our children, making sure that every day is the best it can be for all of them.

If you feel you have the skills, drive and ambition to help support our aims, then please do read on.

Mrs Lauren Johnstone  
Headteacher

## Job Description

<b>Post Title:</b>	Evening Cleaner
<b>Hours &amp; Weeks:</b>	15 hours, 52 weeks
<b>Salary:</b>	Grade 2 (£18,887 – £19,264)
<b>Responsible to:</b>	Facilities & Estates Manager
<b>Responsible for:</b>	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

### PURPOSE OF THE POST

- To provide a comprehensive cleaning service to the school site
- To carry out cleaning and key holder duties, contributing to the provision of a clean, safe, secure and hygienic environment for the establishment/work area concerned.

### KEY RESPONSIBILITIES

- Be responsible for general cleaning duties as allocated by the Site Manager (this may vary from time to time), in line with agreed standards and schedule for the school.
- Be responsible for the safe and effective operation of commercial cleaning and other equipment ie. vacuum cleaners and polishers.
- Be responsible for the safe and effective use of cleaning materials as instructed by the caretaker.
- Undertake key holder duties for the site, including operation of the alarm system
- Be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules.

Carry out the following duties:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets etc.
- Specialist cleaning where requested ie. carpet shampooing
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time
- All defects/hazards must be immediately reported to the Site Manager or Headteacher.

#### **HEALTH AND SAFETY**

- 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 PPE issued is worn at all times, including tabards and rubber gloves
- Display wet floor signs when cleaning floors

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

#### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- The post may be required to travel and work within any school in the Mercia Learning Trust

#### **GENERAL DUTIES**

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary



- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

#### **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility
- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To contribute to trust partnership activities to drive school and trust improvement
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: June 2022**

## Person Specification

<b>Post Title:</b>	Evening Cleaner
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SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>		NVQ II Cleaning, or willingness to acquire
<b>Skills and Knowledge</b>	<p>Awareness of safe working practices</p> <p>Ability to understand different methods of cleaning</p> <p>Safe use of cleaning equipment including vacuum cleaners, floor cleaners, steam cleaners and carpet cleaners</p> <p>Safe use of cleaning chemicals</p> <p>Able to work with minimal supervision</p> <p>Literate – the ability to follow instructions</p>	<p>Knowledge of using full range of cleaning equipment and materials</p> <p>Familiar with building security i.e. locking and unlocking and alarm systems</p>
<b>Experience</b>		Performing cleaning tasks using a variety of methods and equipment
<b>Personal Qualities</b>	Willingness to undertake relevant instruction and training	

	<p>Good work ethic and time management</p> <p>Ability to work both alone and as part of a team to achieve specified standards</p> <p>Must be in good health</p>	
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## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.mericiatrust.co.uk](http://www.mericiatrust.co.uk)
- Email your completed application to [recruitment@mericiatrust.co.uk](mailto:recruitment@mericiatrust.co.uk) or post it to:  
MLT Recruitment Team, Mercia Learning Trust, 79 Glen Road, Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.mericiatrust.co.uk/careers](http://www.mericiatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 239 6464 or [enquiries@woodlands.sheffield.sch.uk](mailto:enquiries@woodlands.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@mericiatrust.co.uk](mailto:recruitment@mericiatrust.co.uk).

Key dates:

- **Closing Date: Sunday 10 July 2022**
- **Interview date: WC 11 July 2022**



## The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.