



'Let us be united by knowledge'



**Mercia
School**



School Cleaner Information Pack

Grade 2 Hourly rate £9.79

20 hours per week, 52 weeks



Contents:

- Letter from the Headteacher
 - Advert
 - Job Description
 - Person Specification
-



‘Let us be united by knowledge’



Dear Applicant

Mercia School is a growing 11-18 school that serves the south-west of Sheffield. The school opened in September 2018 and will grow incrementally until we offer A-level in 2023. Mercia School is a traditional school, following the practices of the very best schools in the country. We strive for social mobility and achievement for all.

Mercia School provides all pupils, no matter their background or starting point, a rich and demanding education that inspires them to go on to a top university or a viable alternative. Mercia School is different. The curriculum is academic with a focus on acquisition of knowledge at its heart. Pupils receive high levels of challenge in their studies.

We passionately believe in promoting the arts, sport, languages and STEM through our thriving elective programme, as part of our extended school day. These experiences coupled with our curriculum, broaden our pupils' horizons. The character traits our children present are very important to us. Therefore, we give our pupils the opportunities to show commitment, determination, resilience and independence, whilst expecting them to be kind and compassionate to one another. Our children open doors for one another, they say 'please' and 'thank you.' They address teachers with respect. During Family Lunch, they serve one another and show appreciation and gratitude. This is all part of the Mercia way.

I expect that teachers teach from the front with excellent subject knowledge. Our classrooms are arranged in rows with pupils learning things by heart. We value our teachers' passion for developing their specialism by ensuring they have time and energy to be reflective of their teaching. A whole school team approach to improving practice ensures we have high levels of consistency, which allows us to drill down to the minutiae that matter.

Underpinning our ethos is a dedication to high expectations. 'We sweat the small stuff,' because we care about our pupils. The little things matter and make the difference in our quest for all our children to be a success in their life. As a result, behaviour at the school is of the highest standard.

As Headteacher, I am excited about the start we have made and I am delighted with the team we have assembled thus far. It is imperative that I continue to build an excellent team of teaching and support staff that are fully committed to building a world-class school for our community.

You will love working with pupils and families, building strong relationships to ensure we deliver a phenomenal education. Your role will include immersing yourself with the wider staff body and being part of the school community. All support staff at Mercia School interact with children and add capacity to deliver a safe, warm environment.

If this letter has filled you with excitement, I look forward to receiving your application.

Please note we do NOT accept CV's or Council Application Forms. Please download a Trust application form from the School Website.



Dean F Webster
Headteacher
Mercia School



‘Let us be united by knowledge’

Mercia School



Post: Cleaner

Contract type: 20 Hours, 52 weeks

Contract term: Permanent

Full Time Salary: Grade 2 (£18,887 to £19,264 pro rata)

Actual Salary: £10,209 to £10,412 (with under 5 years service)

We are seeking to appoint an experienced, hardworking and enthusiastic cleaner to join our friendly and supportive team at Mercia 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

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

We welcome applications from talented, ambitious individuals who can dedicate themselves to the implementation of the school's vision and values

Please email completed application forms, or any enquiries about this post, to
gdarlow@merciaschool.com

Closing Date Sunday 26 June

www.merciaschool.com



JOB DESCRIPTION

Post Title:	Cleaner
Grade:	Grade 2
Hours/Weeks:	30 hours per week 52 weeks
Responsible to:	Premises Supervisor
Responsible for:	Not applicable

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

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

1. You will take part in maintaining the cleaning of a designated area of the school. You will:

- 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.

2. You will maintain Health and Safety procedures at all times. You will:

- 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

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

5 days Monday - Friday 5pm to 9pm. During school holidays, timings may be brought forward.

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 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/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: June 22



PERSON SPECIFICATION

Post Title:	Cleaner
Grade:	Grade 2
Hours/Weeks:	30 hours per week 52 weeks
Responsible to:	Premises Supervisor
Responsible for:	Not applicable

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training		NVQ II in Cleaning, or willingness to acquire in post
Experience		Performing cleaning tasks using a variety of methods and equipment
Knowledge/Skills (Ability to)	<p>Awareness of safe working practices</p> <p>Ability to understand different methods of cleaning</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>

	<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>	
Personal Qualities	<p>Willingness to undertake relevant instruction and training</p> <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>	



Let us be united by knowledge