



Woodfield School
Together we will achieve

Cleaner

(Grade 1)

Woodfield SEMH School
Required ASAP



Effort + Respect x Ambition = Success



Cleaner

We are looking for hard working dedicated cleaners to join our cleaning team. This will most be at one site, either our primary school located on Stoneleigh Road, or our secondary school located on Hawthorn lane, however from time to time cover may be require across either site.

The majority of the cleaning happens before the students have arrived or once they have left. It is then for our dedicated team to clean our school to ensure it remains at the highest possible standard.

In addition, there are benefits to being a colleague at Woodfield's School

- **Social committee with subsidised events**
- **Revision sessions paid for (Subject to minimum numbers)**
- **Occupational health and counselling support**
- **Cycle Scheme**
- **Free Flu jabs and other vaccinations**
- **Potential to work across more than one school/phase if appropriate**
- **Free onsite parking**
- **Free tea and coffee**

Why work at Woodfield School?

On behalf of our entire school community I extend a warm welcome to Woodfield School and hope you take the opportunity to explore our website. Please take time to learn about our wonderful students and staff and gain a full understanding of how we work together to support student development and progress at every stage of their education journey.

Woodfield is a Social Emotional and Mental Health (SEMH) school with the aspiration to be the very best in the country! Woodfield is at a very exciting point in its improvement journey with the impending co location of all our provisions on one site at the former Woodlands school for boys on Broad Lane. This exciting project will allow us to create bespoke specialised environments to support meeting the needs of our students alongside designing and implementing a truly aspirational curriculum for our young people.

Our Woodfield vision is for all students to make exceptional progress. That progress encompasses both rigorous academic progresses, gaining qualifications to unlock further education and employability routes and the knowledge and skills to understand and manage the social, emotional and mental health barriers faced by every individual.

We are very proud of our staff, students and wider school community. Our staff are highly skilled, and dedicated and provide a personalised approach to all students, who are supported by a team around each child approach. We foster a culture of warmth, care and empathy which is underpinned by our three school principles. Effort, Respect and Ambition (ERA) these are the non-negotiable trademark behaviours that are the expected norm in the classrooms of Woodfield for every single member of the Woodfield community.

We work in partnership with all parents, carers and external agencies and welcome regular two-way communication and feedback.

We are a rapidly improving SEMH specialist setting on an exciting journey. Our goal is to be the very best provision in the country and we will continue to strive for 'excellence in SEMH education' for all our stakeholders.

Nico De Groot - Interim Principal



Effort + Respect x Ambition = Success

JOB DESCRIPTION - Cleaners

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to:	Cleaning Supervisor / Site Lead
Grade:	1
Hours:	Monday – Friday – 06.00am to 08:30am 12.5 hours 195 days per year (Term Time + 5 Days)

Job Purpose:

To undertake the cleaning of designated areas within our school sites, to ensure that they are kept in a clean and hygienic condition.

Main Duties and Responsibilities:

Under the direct leadership and supervision of the line manager the post holder will undertake a range of duties, which may include:

1. Carrying out all cleaning within the School sites - washing, mopping, sweeping, buffing, vacuum cleaning, emptying rubbish bins, polishing, dusting to the specification and areas required.
2. Cleaning internal glass, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
3. Cleaning and descaling of basins, toilets, urinals and showers.
4. Moving furniture and equipment to assist cleaning.
5. Using all equipment and cleaning solutions safely.
6. Using the prescribed quantities of cleaning solutions.
7. Paying specific attention to health and safety rules.
8. Working towards an exceptionally clean and tidy environment.
9. Replenishing of hand soap, toilet rolls and hand towels dispensers.
10. Open and lock doors as required.
11. Taking great pride in the work and cleanliness of the School sites.
12. Any other duties and responsibilities within the range of the salary grade

Other Duties:

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post. Allocation of cleaning areas will be reviewed on a regular basis.

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Health & Safety:

The post holder must carry out his/her duties with full regard to the School's Health & Safety procedures.

Clothing:

All cleaners must wear the uniform provided at all times.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: S Mills (Jan 2022)

Personnel Specification

<u>ATTRIBUTES</u>	<u>JOB REQUIREMENTS</u>
SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN	<ul style="list-style-type: none">• The motivation to work with children and young people• The ability to form and maintain appropriate relationships and personal boundaries with children and young people• The emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline
KNOWLEDGE	<ul style="list-style-type: none">• Of basic health and safety in a building cleaning environment.• Of cleaning materials used
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Able to clean to an acceptable standard.• Able to work alone or as part of a team.• Able to lift and carry equipment.• Able to bend and stretch on a regular basis.• Able to communicate with students, staff and line manager.• Able to understand and respond to verbal and written instructions.• Able to work to varying deadlines.• Able to reach standard expected and required on specification.• Able to work without constant supervision.• Ability to attend and understand relevant training courses.• Ability to accept instructions.• Ability to work flexibly, and be prepared to cover for sickness as directed.• Excellent Attendance and Punctuality.

All employees of Woodfield School are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job



Cleaners

Required as soon as possible

Grade	1 - (£6,935 pa actual salary)
Working hours	Monday – Friday – 06.00am to 08.30am 12.5 hours
Term time	195 days per year (Term Time + 5 Days)

An opportunity to join the Woodfield team has arisen for dedicated and motivated individuals. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site in September 2025. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

If you would like further information or to discuss the post in more detail then please contact **Debbie Campbell – School Business Manager** dcampbell@woodfieldschool.net

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website: www.woodfieldschool.net

Please return completed application forms to the recruitment team – shands@woodfieldschool.net [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **5th February 2025**

Interview date: **TBC**

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.