

# Cleaner (daytime)

Ernesford Grange and Riverbank Academy

Required September 2022





**Ernesford Grange Community Academy** is a thriving 11-18 school, with fantastic facilities and a happy, committed team of colleagues whose sole aim is to bring the very best out of our students.

We are part of the Sidney Stringer Academy Multi Academy Trust, which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

Our vision is to achieve excellence for all with a mission to work together to inspire a learning culture of high expectations with no excuses, where every member of our school community can be proud to belong to Ernesford Grange Community Academy and all students will achieve outcomes which will enable them to succeed in modern society

Teaching and Learning is at the heart of everything we do alongside the belief that every child can achieve no matter the barriers. We have a very firm no excuses culture and have the highest expectations of our young people and our staff. Ernesford is a very collaborative, supportive and inclusive school and it is our wonderful staff who drive the culture of belief in the young people and what they can achieve. Staff CPD is a key component of our continued improvement in high quality teaching and learning and we invest heavily in this aspect of school life

## **Cleaners**

We are seeking to appoint cleaners to work within our facilities team to support with the Recent expansion of our school.

We are looking for individuals who can work from 10am until 2pm Monday to Friday

An exciting opportunity has arisen for an enthusiastic, reliable and hard-working cleaner to join our cleaning team.

Under the direction of the cleaning management team, you will take responsibility for ensuring our school is cleaned and maintained to a high standard. You will carry out basic cleaning duties, operate cleaning equipment, undertake training activities, covering for colleagues during absences.

Experience is desirable, but not essential as onsite training will be provided.

# Why work at Ernesford Grange Community Academy?

Why should you commit your future to the children of Ernesford Grange Community Academy?

I asked some of our Ernesford colleagues earlier this term what it was that made them love working here quite so much and this is just a snippet of what they said:

- We are a genuine family where the staff care just as much about each other as they do about our wonderful students
- SLT actually trust staff to work and do not micro manage everything
- It feels like the responsibilities during the tough times and decisions are shared to make it a little easier on everyone
- We have a dedicated Director of Staff Well-Being who genuinely wants to make sure we are all happy and enjoying our time at school
- SLT listen to you and actually take on board suggestions on how to keep improving
- We care about others. Really care. Not the care that you do because you have to, or because you feel obliged to.
- Engaging and challenging schemes of work in place which eases workload as they require differentiating according to group need rather than re-creating. These are reviewed constantly so if we need to think of something new we share the workload as a team.

The staff survey from June 2020 highlighted that 99% of colleagues felt that staff morale was good or outstanding, 98% felt the support they received from their line manager was good or outstanding and 95% of staff felt that the management of pupil behaviour was good or outstanding. It is our aim to get 100% for each of these categories in the next survey.

## **JOB DESCRIPTION - Cleaners**

*Sidney Stringer Multi Academy Trust 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

**Grade:** 1

**Hours:** Monday – Friday – 10am to 2pm – 20 hours per week  
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 Academy 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 Academy 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 Academy'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 Academy'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 Academy'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 Academy'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 Academy'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 Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy 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

Sidney Stringer Multi Academy Trust 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**

<b><u>ATTRIBUTES</u></b>	<b><u>JOB REQUIREMENTS</u></b>
<b>SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN</b>	<ul style="list-style-type: none"><li>• The motivation to work with children and young people</li><li>• The ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• The emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Of basic health and safety in a building cleaning environment.</li><li>• Of cleaning materials used</li></ul>

<p><b>SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Able to clean to an acceptable standard.</li> <li>• Able to work alone or as part of a team.</li> <li>• Able to lift and carry equipment.</li> <li>• Able to bend and stretch on a regular basis.</li> <li>• Able to communicate with students, staff and line manager.</li> <li>• Able to understand and respond to verbal and written instructions.</li> <li>• Able to work to varying deadlines.</li> <li>• Able to reach standard expected and required on specification.</li> <li>• Able to work without constant supervision.</li> <li>• Ability to attend and understand relevant training courses.</li> <li>• Ability to accept instructions.</li> <li>• Ability to work flexibly, and be prepared to cover for sickness as directed.</li> <li>• Excellent Attendance and Punctuality.</li> </ul>
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***All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.***



## Cleaners

Required for September 2022

<b>Grade</b>	1 (actual salary £8,561)
<b>Working hours</b>	Monday to Friday 10am until 2pm

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free School and Sidney Stringer Academy.

We are seeking to appoint additional members of staff to work within our cleaner team.

If you would like further information or to discuss the post in more detail then please contact **Sarah Mills MAT Operations Director** – [smills.staff@sidneystingeracademy.org.uk](mailto:smills.staff@sidneystingeracademy.org.uk)

### 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.sidneystingertrust.org.uk](http://www.sidneystingertrust.org.uk)**

Please return completed application forms to the recruitment team –  
**[recruitment@sidneystingeracademy.org.uk](mailto:recruitment@sidneystingeracademy.org.uk)** [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **Monday 29<sup>th</sup> August 2022 at noon.**

Interview date: Upon application

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