



## **SCHOOL CLEANERS**

[AAAE 5004]

**Evenings 15 hours per week ; 44 weeks per year**

**Monday – Friday**

**Afternoon/Evening shift:**

**Between the hours of 3.00 – 7.00 pm (6.30 pm on a Friday)**

**To start asap**

**8.00 am – 4.00 pm during holiday periods**

**Salary: £9.25 per hour**

**Responsible to: AMAT Assistant Estates Manager**

This is a part-time, permanent position based at Alsager School, Hassell Road Alsager, ST7 2HR, although there is a requirement to work across Alsager Multi Academy Trust, which comprises of Alsager Highfields Community Primary School and Weston Village Primary School.

You must have a full driving licence, business insurance and the use of a vehicle as you may be asked to work at any of the schools in the MAT.

Our cleaners form part of the Estates Team led by our Estate Manager. Across the MAT we employ 18 cleaners some part-time some full-time cleaners led by a full-time Assistant Estates Manager. Cleaners are each allocated a designated area of the school to clean and must comply with COSHH and Health & Safety regulations. The school operates a full induction programme and provides on-going training.

### **About the School**

Alsager School is an 11-18 mixed Multi Academy Trust with 1361 pupils on roll, including approximately 224 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 90 teaching and 60 support staff. The school is currently graded as Outstanding by Ofsted.

### **School Campus**

The bulk of the school was built in the 1970s, although the older parts of the school date back to the 1950s. The buildings are functional, rather than attractive but investment has ensured that they remain in good order. We are fortunate to have expansive, attractive grounds with acres of playing fields and a large number of mature trees.

### **Overall purpose of the job:**

The Cleaning team undertake the cleaning of designated areas within the school. Previous cleaning experience would be extremely beneficial but appropriate induction and training will be provided when in post.

### **Principal Responsibilities:**

- 1 Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower area) and fixtures and fittings, using where appropriate, powered equipment.

- 2 Undertake deep cleans in the school holidays, including the cleaning down of furniture, cupboards, cut back, floors stripped, resealed and polished.
- 3 To ensure the safeguarding of our students is at the core of all aspects of the role. To keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead.
- 4 Fulfil the responsibilities outlined under the school's Health and Safety Policy and share responsibility for your own safety and that of students and colleagues.
- 5 Undertake relevant training to keep up to date with the school's policies and procedures.
- 6 Uphold the aims and objectives of Alsager MAT and ensure these are reflected in your work.

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

Notwithstanding the detail in this outline, in accordance with the MAT's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

#### **In conclusion:**

Alsager MAT requires high standards from all employees. Staff work in supportive teams and the School is a rewarding, place to work. Alsager MAT is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

#### **How do I apply?**

If having read this information, you find the post appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. NCV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

Under **Employment History** it is important that you provide details of **ALL** of your previous jobs **WITHOUT ANY GAPS** including any periods when you were unemployed.

The supporting statement gives you an opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

**The closing date is 12 noon on Friday, 29<sup>th</sup> January 2021.** Interviews are likely to be held the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

If you complete an application electronically, you can return your application via email to Mrs. Owen at [recruitment@alsagerschool.org](mailto:recruitment@alsagerschool.org) NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview. All electronically submitted applications will be acknowledged.

Completed paper application forms should be returned to:



Mrs Ashley Owen  
H.R. Manager  
Alsager School,  
Alsager ST7 2HR

**References:** It is the MAT's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children

but have done so in the past, you should provide a referee from that employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Alsager MAT is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced Disclosure and Barring Service disclosure.

Alsager MAT wishes to thank all applicants for their interest in the School and the post advertised and for the time and trouble taken to provide the information for their application.

We look forward to hearing from you.

Ashley Owen  
H.R. Manager

January 2021

## PERSON SPECIFICATION

**Job Title:** School Cleaner

**Grade:** Grade 1; scp 1



**Alsager School**  
An Achieving School - A Caring Community

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Ability to read and write and carry out basic calculations in order to read instructions, write messages and dilute chemicals.	
<b>Experience</b>	Working with minimum supervision .	Previous domestic/industrial cleaning experience.
<b>Knowledge &amp; Skills</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• cleaning techniques,</li> <li>• cleaning materials,</li> <li>• electrical cleaning equipment (Hoover, buffer etc),</li> </ul> <p>in order to clean interior of buildings to required standards, use/store materials and equipment safely.</p> <p>Able to lift and carry tools and other equipment and to store them safely.</p> <p>Ability to work on own and prioritise own workload.</p> <p>Good, effective communication and interpersonal skills.</p> <p>Commitment to team working.</p> <p>Commitment to safeguard and promote the welfare of children.</p>	Working knowledge of Health & Safety, COSHH and Safer Handling Guidelines
<b>Other requirements</b>	<p>Flexible approach to working arrangements in line with the duties of the post</p> <p>Friendly, helpful, enthusiastic.</p> <p>Good health and attendance record.</p>	

## **APPOINTMENT OF: School Cleaners**

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### **TERMS & CONDITIONS OF SERVICE (NJC)**

#### Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

#### Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Possible hours for school cleaners: between the hours of 3.00 pm – 7.00 pm (6.30 pm on a Friday) during term time. Between 8.00 am – 4.00 pm (3.30 pm on a Friday) during school holiday periods.

#### Salary

£9.25 per hour (from 1<sup>st</sup> April 2020)

Salary is paid in arrears on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will only be made in respect of hours worked and will be paid by credit transfer directly into a Bank/Building Society account.

Alsager Multi Academy Trust's payslips are electronic and you will need to register on a portal. Details of how to access this site will be issued to your personal email address by our payroll provider when you take up your post.

#### Leave Entitlement

Paid statutory leave as lieu payments in accordance with the Working Time Regulations.

Any statutory leave taken in excess of your entitlement to the date of leaving will be repaid through an appropriate deduction from pay.

#### Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

#### Notice to Terminate

This appointment is subject to one month's notice by the employee. The MAT's notice varies according to the employee's length of service.

#### Pension Arrangements

The person appointed will have the opportunity to become a member of the Cheshire Pensions Scheme.

#### Sickness Leave & Pay

No entitlement to occupational sickness allowance.

#### No Smoking

Governors have approved a "No Smoking" policy for the MAT. Employees joining the MAT do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

#### Relatives within the MAT

Applicants must disclose on their application form details of any relative who is a MAT employee. If applicants do not give details of a relationship, they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

### Equal Opportunities Policy

The MAT is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

### Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

### Standards of Conduct

The MAT's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

### Safeguarding Children

Alsager MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Employing people with a criminal record

The MAT aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

### Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

SFr/Cleaner/January 2021