



## **SCHOOL CLEANER**

[AAAE 5004]

### **Responsible to: Cleaning Supervisor**

Our cleaners form part of the Site Team led by our Site Manager. We employ a team of eleven part-time cleaners who are managed by a full-time Cleaning Supervisor. 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 approx. 1580 pupils on roll, including approximately 272 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.

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

The post is based at Alsager school. 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 School and ensure these are reflected in your work.

Notwithstanding the detail in this outline, in accordance with the School'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:**

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are high in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.



TCT 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. CV'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.

Ideally you will complete an application electronically and email it to Mrs Owen at [jobs@alsagerschool.org](mailto:jobs@alsagerschool.org). All electronically submitted applications will be acknowledged.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

Completed paper application forms should be returned to:



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

Remember to put the correct postage on your envelope to avoid any delay in the post.

**Deadline: 12 noon Monday, 26<sup>th</sup> September 2022.**

**References:** It is the School'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 School 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 School 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.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Ashley  
H.R. Manager

Bpi/ Cleaners/September 2022

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



## PERSON SPECIFICATION

**Job Title:** School Cleaner

**Grade:** Grade 1; scp 1

| 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<br>.  | 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: Cleaner

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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 Cleaners: between the hours of 3.00 pm – 7.00 pm (6.30 pm on a Friday).  
8.00 am – 4.00 pm during holiday periods.

#### Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments 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 be directly into a Bank/Building Society account.

TCT'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.

#### Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

#### Medical approval

Successful candidates will be asked to complete a medical health questionnaire via Occupational Health, this is purely used to inform us of any health issues that may require reasonable adjustments to assist in their role.

#### Notice to Terminate

This appointment is subject to one month's notice by the employee. The school'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 School. Employees joining the School 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 School

Applicants must disclose on their application form details of any relative who is a School 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 School 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 School’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 School 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 School 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/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_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.

Bpi/Cleaner/Sept 2022