



The Cornovii Trust



**CARETAKER /CLEANING SUPERVISOR
Alsager Highfields Community Primary School**

25 Hours per week ; 40 weeks per year

Morning shift: 7.30am to 10.30am

(Some flexibility may be available on the morning shift hours)

Afternoon/Evening shift: 3.30pm to 5.30pm

During holiday periods:

Between the hours of 08:00 – 16:00

Grade 3; Salary range scp 03- 04: £9.79 - £9.99 per hour

Responsible to: Assistant Estates Manager (Hub1)

Thank you for your enquiry about the above post. This is a part time, permanent position based at Alsager Highfields Community Primary school, Fairview Ave, Alsager ST7 2NW, although there may be a requirement to work across The Trust (Hub 1), which comprises of Weston Primary School and Alsager School.

Our cleaners form part of the Estates Team led by our Estates Manager. Across Hub 1 we employ 19 cleaners some part-time some full time, led by a Cleaning Supervisor. Cleaners are each allocated a designated area of the school to clean and must comply with COSHH and Health & Safety regulations. A full induction programme will be given and provides on-going training.

Overall purpose of the job:

Maintain the security of school premises and contents – Job Holder designated as the registered key holder.

Ensure that lighting and heating systems are maintained in good working condition.

Carry out cleaning of designated areas and monitor the cleaning carried out by contractors on a day to day basis.

Undertake cleaning duties and supervise cleaners to ensure that cleaning is carried out in accordance with the requirements of the school.

Principal Responsibilities:

1.	Receive delivery of supplies, furniture and parcels into the school; ensure correct distribution to the appropriate department/classroom/ teacher.
2.	Liaise with contractors and monitor work being carried out by them.
3.	Supervise cleaning staff, ensuring that they carry out the specified schedule of daily cleaning tasks as necessary to meet the requirements of the school.
4.	Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings, using, where appropriate powered equipment.
5.	Monitor the conditions of the school’s sanitary provisions for both staff and pupils. Maintain supplies of

	materials and respond to problems arising from the improper use of facilities. Ensure safe storage and use of cleaning materials, in accordance with the requirements of COSHH.
6	Order basic cleaning materials within the limits set by the Line Manager to ensure that sufficient supplies are kept on site to carry out the required cleaning tasks.
7.	Check the heating installation daily during the heating season and ensure sufficient fuel supplies are maintained. Monitor and ensure the most economic use of water, gas, oil and electricity.
8.	Undertake general fire precautions and security tasks at the school; unlocking and locking the school premises, setting and disarming security and fire alarm systems and other security measures, etc.

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:

The Cornovii Trust requires high standards from all employees. Staff work in supportive teams and the School is a rewarding, place to work. The Cornovii Trust 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.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your 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 Monday 19th September 2022**. Interview date tbc.

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 jobs@thecornoviitrust.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 application forms should be returned to: Mrs. Ashley Owen
H.R. Manager
Alsager School
Alsager ST7 2HR



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.

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 soon.

Yours sincerely,

Ashley Owen
Human Resources Manager

Further details about the School are available from our website: www.thecornoviitrust.org

PERSON SPECIFICATION

Job Title: Caretaker / Cleaning Supervisor

Grade: Grade 3;

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Ability to read and write and carry out basic calculations in order to read instructions, write messages and dilute chemicals. Basic English and Maths knowledge	
Experience	Working with minimum supervision	Previous domestic/industrial cleaning experience. Previous experience in a supervisory capacity
Knowledge & Skills	<p>Knowledge of:</p> <ul style="list-style-type: none"> • cleaning techniques, • cleaning materials, • electrical cleaning equipment • in order to clean interior of buildings to required standards, use/store materials and equipment safely. <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 and Council/School procedures. Risk Assessments
Other requirements	<p>Flexible approach to working arrangements in line with the duties of the post/ planning and scheduling of work</p> <p>To supervise on a day to day basis a group of staff, allocate their work, deal with immediate problems</p> <p>To maintain good, co-operative working relationships and ensure job gets done</p> <p>To have a full driving licence, business insurance and the use of your own vehicle.</p>	