



Walkwood

Church of England  Middle School



Recruitment information: End-of-day Cleaner



“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”

2 Corinthians 15: 58

“The vision, in line with the Church of England’s role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings.”

Deeply Christian, Serving the Common Good, 2016

“The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God.”

SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012



Cleaner

Part-time 12.5 hours per week (3.30 pm – 6.00 pm daily, Monday - Friday) and an additional requirement to carry out 34 banked hours per annum during school holidays, reducing to 28 banked hours per annum after 5 years continuous service

Also, we would welcome applications from individuals looking to explore flexible working hours.

Grade: Scale 1

Salary: Hourly rate of pay: £9.25

Dear Candidate,

Thank you for taking time to consider applying for the post of a cleaner at Walkwood Church of England Middle School.

Walkwood is a school that has clear values that are taught within all lessons alongside the subject knowledge and associated skills. Therefore, we are seeking a colleague who will uphold our school values (the Fruits of Faith – see right), and who also believes that each individual pupil deserves high-level pastoral care.



The inclusive vision of the school ensures that all children are supported in their personal well-being and academic achievement.

SIAMS, 2017

The school has an impressive climate for learning. Pupils' contributions in lessons are often thoughtful, sensitive and articulate.

Ofsted 2018

Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with great emphasis placed on subject specialisms. We are a school that cares for its children and staff, and are seeking an appointment for someone who will help sustain this approach. The successful candidate will provide first aid to children and adults, overseeing the care of pupils and others who are unwell or injured, deciding on the appropriate course of action.

We are looking for a Cleaner to carry out high quality cleaning tasks here at Walkwood Church of England Middle School in order to maintain excellent cleaning standards and promote a pleasant school environment to help support the effective teaching of pupils.

Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

Should you read the information and consider that you match our criteria, do progress to making an application. A standard application form must be completed. Please send your documents to recruitment@walkwoodms.worcs.sch.uk by 9.00am on 16th February 2022. Short-listed candidates will be contacted soon after this date. I regret that feedback to unsuccessful applicants will be limited to those who are called for interview.

Yours sincerely,

Rev. Clive Leach

Principal



Job description

Job Description: Cleaner – on-site during the school day

- Purpose:** To carry out high quality cleaning tasks here at Walkwood Church of England Middle School in order to maintain excellent cleaning standards and promote a pleasant school environment to help support the effective teaching of pupils.
- Reporting to:** Site Manager
- Hours of work:** Part-time 12.5 hours per week (3.30 pm – 6.00 pm daily, Monday - Friday) and an additional requirement to carry out 34 banked hours per annum during school holidays, reducing to 28 banked hours per annum after 5 years continuous service.
- Remuneration:** Scale 1, hourly rate of pay: £9.25
- Disclosure Level:** Enhanced DBS – Disclosure Barring Service

Responsibilities

The job holder will:

- Carry out cleaning tasks such as:
 - Sweep floors with brushes or dust control mops.
 - Mop floors with wet or damp mops.
 - Vacuum carpeted areas and 'spot' clean carpets.
 - Dust, damp wipe, wash or polish surfaces including furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves, door handles, handrails, office equipment and fittings.
- Clean toilets, hand basins, sinks, showers and water dispensers.
- Empty waste bins or similar receptacles, transport waste material to designated points and remove rubbish from premises.
- Replenish consumable items such as soap, toilet rolls, paper towels and check stock levels.
- Undertake wall washing or inside window pane cleaning, up to a safe height.
- Clean work surfaces and cookers in cookery areas.
- Handle cleaning equipment and machinery after receiving proper instruction and training.
- Carry cleaning equipment, mops, vacuum cleaners, materials, buckets of solution etc. to and from work areas.
- Launder dusters, tea towels etc.
- Report any deficiencies or need for repairs to the Site Manager.
- Safely use and store cleaning chemicals in accordance with their instructions and be familiar with material safety data sheets.
- Close windows etc. at the end of the day to help maintain security.



- Be courteous to colleagues and pupils, maintain constructive relationships with staff members and provide a welcoming environment for all users of the buildings including parents and other visitors.
- Take pride in doing a good job and proactively undertake cleaning tasks to reduce the spread of germs and prevent any health risks from occurring.
- Adhere to cleaning schedules, health and safety regulations, school policies and codes of conduct.
- Carry out special or non-routine cleaning projects as necessary.
- Comply with any reasonable request from the line manager, Business Manager or member of the Senior Leadership Team.
- Undertake work of a similar level, training and / or hours of work as may be reasonably required that is not specified in this job description.

Our Cleaners are often required to work alone (although sometimes in small teams) and carry out their duties in areas within the school on a rotational basis. The location of cleaning areas may need to change to meet the needs of the school and the post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade.

All staff within the school are expected to demonstrate a commitment to safeguarding children. This post is subject to an enhanced criminal record check under the arrangements established by the Disclosure and Barring Service.

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act.

All staff within the school are expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people; this post is subject to a criminal record check.

Two satisfactory references will also be required.

Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Walkwood Church of England Middle School Code of Conduct for Employees.

Person Specification

Area of focus	Essential	Desirable
Qualifications (academic and vocational)		<ul style="list-style-type: none"> Working experience as a Cleaner
Experience		<ul style="list-style-type: none"> Working within an educational environment
Knowledge and skills	<ul style="list-style-type: none"> The ability to follow cleaning schedules, job and safety instructions Carry out assigned duties with a minimum of supervision either solely or in a team Good customer service Correct use of lifting and handling techniques Ability to correctly measure out cleaning fluids etc. Ability to competently apply knowledge and skills acquired from training into a practical context 	
Personal characteristics	<ul style="list-style-type: none"> A desire to work to high standards and present a good image Good communication and interpersonal skills Ability to use own initiative and work to schedules and deadlines Punctual and reliable Ability to remain patient and calm 	<ul style="list-style-type: none"> Sense of humour An approach to lend a hand and a willingness to go the extra mile

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.

