



VISION

MULTI ACADEMY TRUST

RECRUITMENT PACK

Part Time Cleaner



Welcome from the Interim CEOs



Welcome to our multi academy trust.

Thank you for your interest in joining Vision Multi Academy Trust as a Cleaner at East Ward Primary School.

We are very proud of our Trust. Our Members, Trustees and Staff work relentlessly in collaboration to ensure our pupils have an exceptional education.

Vision MAT was formed in July 2017, by Ms C Mclachlan. It came into fruition as a natural development of positive relationships built between neighbouring schools in the local area. We continue to work in partnership with all schools in the locality and beyond. We believe that collaboration is the key to a successful education system.

All Schools within Vision MAT have the commitment to share their ideas, their expertise and their unique experiences, so that children and staff can learn, develop and grow together.

We take collective responsibility for our pupils; pooling our energy to find solutions to problems that arise and removing barriers that may prevent success.

As the Interim Chief Executive Officers, it is our roles to oversee the teams and strategies the MAT uses to ensure that we are consistently delivering the highest quality teaching and learning and operate with effectiveness. We focus on being good, or better every day. Our aspirational culture ensures that we work tirelessly to support and challenge our pupils to be the very best that they can be.

If you believe you can make a positive contribution to our Trust and its schools, then we would be delighted to hear from you.

Mrs K Mort and Mr C Bell

Interim Chief Executive Officers

Dear Candidate

The Governors of East Ward Primary School are seeking to employ a highly motivated Cleaner. This post is Permanent. Hours of work are 10 hours per week. The salary is £6598.00 per annum.

East Ward Primary School is a good school which enables pupils to learn in a climate which motivates and engages.

Are you...

- ➔ Able to work flexibly within the requirements of the school?
- ➔ Are you a person of Integrity and able to maintain confidentiality?

If yes, we want you to apply for this post.

You must possess a willingness to participate in relevant training and development opportunities.

You will be welcomed into a team committed to continually raising standards and upholding the distinctive ethos of this friendly and inclusive school.

Employees of East Ward Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm.

If you wish to visit the school prior to making an application, please contact the school on 0161 764 6065 or by e-mail at cwells.eastward@visionmat.com

Closing date on **Monday 11th May at 4pm**

Shortlisting to take place on **Tuesday 12th May at 9am**

Interviews to take place on **Thursday 14th May in the afternoon**

We have a commitment to safeguard and promote the welfare of children, so an enhanced criminal record check will be undertaken for the successful candidate. The offer of employment is also subject to two satisfactory references, one being from your current or most recent employer. We will also require confirmation of qualifications, proof of your identity and your right to work in the UK.

Thank you for your interest in Vision Multi Academy Trust and East Ward Primary School. Best wishes for your application.

**VISION MULTI ACADEMY TRUST
JOB DESCRIPTION & PERSONAL SPECIFICATION**

Post Title:	Cleaner	
Salary:	£6598.00 per annum	Post Grade: 3
Location:	Little Oaks Nursery, Hazel Avenue, Bury. BL9 7QT	Post Hours: 10 hours per week Monday – Friday, Part time hours, Permanent.
<p>Purpose and Objectives of Post:</p> <p>East Ward Primary School wish to appoint an enthusiastic and highly motivated cleaner. To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.</p>		
Accountable to: Headteacher, Office manager, SLT and Site Manager		
Immediately Responsible to: Site Manager & Office Manager		
<p><u>EAST WARD COMMUNITY PRIMARY SCHOOL</u> Part Time Cleaner</p>		
<p>You will have the opportunity to develop your skills and take ownership of the role. We are looking for a cleaner who:</p> <ul style="list-style-type: none"> • Is hardworking with excellent time management skills • Has a positive and flexible approach • Enjoys working as part of a dedicated, vibrant and creative staff team <p>We offer:</p> <ul style="list-style-type: none"> • A strong commitment to continued professional learning including training specific to the role • A culturally diverse setting • A caring, inclusion environment • A hardworking and welcoming staff team • Children who embody our trust values of Happy, Proud, Challenged and Successful • • A driven leadership team who will champion your career <p style="text-align: center;">Hours of work are 10 hours per week, Monday to Friday.</p>		

Duties/Responsibilities

General Duties

1. Cleaning

- ➔ To carry out cleaning tasks set out in the school's cleaning schedule.
- ➔ To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- ➔ To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Site Manager or Office Manager.
- ➔ To observe health and safety and security requirements.
- ➔ To complete any appropriate records or documentation required by the Headteacher
- ➔ To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
- ➔ To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
- ➔ Promoting and safeguarding the welfare of children and young people in accordance with the Trust's safeguarding and child protection policy.
- ➔ Daily use of cleaning equipment, chemicals and machinery. Training and appropriate personal equipment will be provided.
- ➔ In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.
- ➔ The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

2. Comply fully with the Trust's safeguarding policy.

- ➔ This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

PERSONAL SPECIFICATION

<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications and Training		
<ul style="list-style-type: none"> No Formal Qualifications or previous experience is required as full training will be provided. 		
Skills and Experience		
<ul style="list-style-type: none"> A working knowledge of Health & Safety and regulations. On-Going training will be provided. standard of knowledge of cleaning ✓ programmes issues 		COSHH ✓ Good and security
Personal Attributes		
<ul style="list-style-type: none"> • Person of integrity • Able to maintain confidentiality • Able to remain impartial • Flexible approach to working hours Sympathetic to the needs of others • Open to learning and change • Positive attitude to personal development and training Good interpersonal skills Enthusiastic and Resilient 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Other Special Requirements		
<ul style="list-style-type: none"> Able to work flexibly within the requirements of the school Regular contact with the Headteacher, Site Manager, Office Manager and other cleaning staff regarding cleaning duties. General contact with other school staff. 		

- The post holder is expected to report and record any problems involving cleaning materials equipment breakdown, health and safety matters or suchlike to the Headteacher/Office Manager/Site ManagerPatient with pupils who take longer to understand information.

Additional requirements

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organization