



Severn Bridges
Multi-Academy Trust

Greenfields Primary School
Cleaning Assistant
Recruitment Pack



Severn Bridges Multi-Academy Trust Greenfields Primary School Cleaning Assistant Recruitment Pack



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Greenfields Primary School

Cleaning Assistant Recruitment Pack

About our School

Headteacher's Welcome

I would like to welcome you to Greenfields Primary School.

I am very proud to be the headteacher of this dynamic school where we have high expectations of our children and are totally committed to them reaching these in a happy, safe environment.

Our school motto is 'Kind hearts, inquisitive minds' meaning we encourage our children to be kind, responsible citizens with a lifelong love of learning.

We are part of the Severn Bridges Multi Academy Trust and our collective aim is to help our children to be 'Prepared for Life'. We work hard to ensure that the curriculum is exciting and engaging where the children can utilise all their strengths to inquire about the world. This is a place where everyone learns, where everyone is challenged and everyone is inspired.

To find out about the most recent events in our school, please explore our website and check out our social media. We have a fantastic team of dedicated staff who look forward to meeting all of you and getting to know you.

Lisa Prior (Headteacher)

At Greenfields, we aim to understand precisely our children's individual needs and work together to ensure they are met with a range of holistic opportunities that develop the child through every aspect of their learning.

Aims of the school:

- Children are happy, safe and feel valued at school.
- The school will seek to raise every child's self esteem.
- Every child will have the opportunity to access a broad curriculum.
- Children are encouraged to be independent thinkers and self motivated learners.
- We will seek to challenge children's thinking and to foster enquiring minds.
- We will stimulate and facilitate creativity and appreciation of human aspirations and achievements.
- To develop physical skills, healthy mental attitudes and understand the importance of pursuing healthy and safe lifestyles.
- To work and play collaboratively in support of each other.



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Welcome to our MAT

Welcome to the Severn Bridges Multi-Academy Trust.

The Trust began in March 2017 with the ambition to provide the highest possible academic opportunities for children, coupled with developing the all-round skills and talents of our pupils.

The Trust is located in the historic, mediaeval town of Shrewsbury and is formed of five large primary schools: Greenfields, Mount Pleasant and Radbrook Primary schools, and Sundorne Infant School and Nursery and Harlescott Junior School.

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

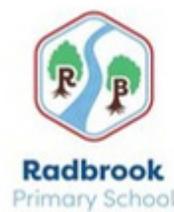
We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life. Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Andrew Morris

CEO Severn Bridges MAT



Greenfields Primary School

Cleaning Assistant Recruitment Pack

About the Role

Are you looking for a rewarding and essential role in a supportive school environment?

We are seeking a dedicated and reliable Cleaning Assistant to help us maintain a safe, clean, and welcoming space for our students, staff, and visitors.

As our Cleaning Assistant, you will play a vital part in ensuring the cleanliness and hygiene of the school premises.

Your main duties will include:

- Cleaning classrooms, offices, and communal areas.
- Cleaning and restocking toilets.
- Vacuuming and mopping floors.
- Emptying bins and disposing of waste.
- Following health and safety guidelines, including COSHH regulations.

We are looking for candidates that are :

- Reliable and Punctual: A strong work ethic is essential.
- Attention to Detail: The ability to clean to a high standard.
- Proactive Attitude: Taking initiative to ensure all areas are tidy.
- Ability to work independently and as part of a team.
- Prior cleaning experience (desirable but not essential, training provided).
- A commitment to safeguarding and working within a school setting.

It's a lovely place to work. We can offer you a positive and thriving school environment, a great team of staff, and some pretty fantastic children too!



Greenfields Primary School

Cleaning Assistant Recruitment Pack

School: Greenfields Primary School

The Post: Cleaning Assistant

Contract Type: Permanent, Term time only

Hours: 9.5 hours Mon – Friday flexibility on either morning or afternoon shifts

Required from: ASAP

Closing Date: Wednesday 11th March

Interviews: Wednesday 18th March

Grade and Salary

Grade – 2 scp 2

Salary – £12.65 per hr

Hours – 9.5 hours a wk Monday to Friday

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/



How to apply

All applications should be made online through MYNEWTTERM. Please refer to the vacancy page on the school website www.greenfields.shropshire.sch.uk and click onto the MYNEWTTERM vacancy where you will be able to apply directly. Sorry but CVs will not be accepted.

Visits

Visits to our school are strongly encouraged. If you would like to visit please contact us on 01743 236397 or email us on office@greenfieldssbmat.com to book a visit.

Greenfields Primary School

Cleaning Assistant Job Description

Purpose of Post

Under the direction/instruction of senior staff, provide a clean and hygienic school environment which meets specified cleaning standards.

Principal Duties and Responsibilities

Main Responsibilities

- Carry out general cleaning duties.
- Use electrical cleaning equipment as appropriate.
- Ensure the safe use of all machinery, equipment and chemicals.
- Keep external areas of the premises clean and tidy.
- Report any incidents/problems to senior staff.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Other Duties

Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

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Cleaning Assistant Person Specification



Severn Bridges MAT

Person Specification – Cleaning Assistant Grade 2



Criteria	Essential	Desirable
Qualifications	NVQ 1 or equivalent qualification	
Work or relevant experience	Experience in general cleaning and support services	
Knowledge and understanding	Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards. Willingness to gain knowledge of health and safety procedure and precautions. Willingness to gain awareness of COSHH regulations. Willingness to gain awareness of health and hygiene procedures. Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff)	
Skills and Abilities (relevant to post)	Willingness to use relevant equipment. Ability to relate well to children and adults.	

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Cleaning Assistant Person Specification – continued

	Sufficiently fluent in spoken English to ensure effective performance in the role.	
Personal Qualities	Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Willingness to develop skills with further training Reliable and Punctual, a strong work ethic is essential. Attention to Detail, the ability to clean to a high standard. Proactive Attitude, taking initiative to ensure all areas are tidy. Ability to work independently and as part of a team. A commitment to safeguarding and working within a school setting.	
Special Conditions	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	