

Cleaner and Lunchtime Supervisor posts available

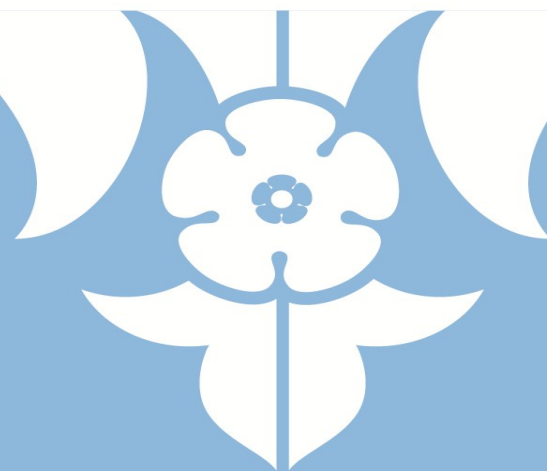


KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



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Kings Norton Girls' School: Cleaner and Lunchtime Supervisor Roles

29th April 2026

Dear Prospective Applicant

This is a fantastic opportunity to join our school community as a cleaner and/or lunchtime supervisor at Kings Norton Girls' School and Sixth Form on a permanent basis. The details of the roles are below, applicants can apply for both roles or either the lunchtime or cleaner role separately; please specify which roles you wish to apply for on your application form:

2 Cleaner and 2 Lunchtime Supervisor posts are available as follows (the pay scales for both roles are detailed on the advert:

- Cleaner: Working 12 hours per week, on a term time only contract. Monday to Wednesday 3.15 to 5.45pm. Thursday and Friday 3.15 to 5.30 pm
- Lunchtime Supervisor: Working 5 hours per week, on a term time only contract. Monday to Friday 1.15 to 2.15 pm.

We are an Ofsted outstanding school achieving excellent pastoral and academic outcomes for students within a culture of care and concern for the well-being of both staff and students. KNGS is a happy and caring community, where every student is valued as an individual, their talents recognised and nurtured. Our vision is to 'Open a World of Opportunities' for our students whilst ensuring that everyone in our school community demonstrates respect and courage in order to flourish. The cleaner role is key in maintaining our high levels of cleanliness to ensure a safe and clean environment for our staff and students. As a lunchtime supervisor, you will develop positive relationships with our students to ensure the school's Behaviour for Learning Policy is followed. Applicants should have good organisational skills with a professional and helpful approach to their work. You will be an excellent communicator with both students and adults, whilst being committed to contributing to our school community.

You will find information about the post and our school in this pack and on our website. I do hope, that having read further, and found out more about us that you will choose to make an application; I look forward to hearing from you. The application form will contain your supporting statement (which should not exceed 1200 words), please explain clearly how you meet the requirements of the person specification. Please note we do not accept CVs and only applications completed on the school's application form will be considered. If you have any queries relating to the role, please do not hesitate to contact Ms Kim Powell, Cleaning Services Supervisor on 0121 675 1305 or by email kpowell@kngs.co.uk. Queries regarding the application process can be sent to Mrs Denise Wilson, PA to the Headteacher at dwilson@kngs.co.uk

Closing date for receipt of applications: Friday 8th May 2026 at 8.00 am

Interviews: Date to be confirmed, the selection process will take place before the May half term break

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates who have not been called for interview within two weeks of the deadline should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours sincerely

Mrs N Raggett, Headteacher and WMAT CEO

Kings Norton Girls' School: Cleaner and Lunchtime Supervisor Roles

JOB DESCRIPTION

Lunchtime Supervisor - Line Management: Directly responsible to the Student Support Officer

Duties

- Ensure students are following the school's behaviour code.
- Supervision of students in the canteen.
- Supervision of students around school and in the hall.
- Control of the dinner queue.
- Ensuring crockery, cutlery trays and leftovers are returned by students to the relevant collection and disposal points.
- Ensuring students remain in the permitted allocated areas during lunchtimes and that they conduct themselves in an orderly and safe manner.
- Dealing with accidents which may occur at lunchtime in line with the school policy.
- Reporting incidents to the Team Leader and logging behaviour incidents.

Cleaner - Line Management: Cleaning Services Supervisor

Job purpose: To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.

Duties and responsibilities

- Responsible for cleaning an area of the school to the expected frequency our standards set out.
- Ensure expected procedures are adhered to.
- Use cleaning materials appropriately, as instructed and economically; to inform line manager when stocks are low.
- Use only approved cleaning materials in accordance with manufacturers printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals.
- Ensure tools and equipment are in good working order, reporting any faults to line manager and ensuring they are stored securely at the end of the day.
- Contribute to major cleaning tasks during school holidays.
- Empty and clean bins and remove waste to designated area.
- Ensure windows and doors are closed and lights switched off.
- Make a daily check of area reporting to line manager any defects seen which are likely to affect health and safety or security e.g. broken/cracked windows, tears in carpets, loose materials.
- Use electrical and mechanical equipment, floor polishers etc. after appropriate training.
- Be aware of their responsibilities for Health and Safety of themselves and others.
- Ensure external security is high by never leaving external doors open and unsupervised.

General

Ensure that the school's ethos and values are promoted.

To participate in the schools' arrangements for appraisal and continued professional development.

Willingness to undertake professional development suited to the post, including but not limited to training in behaviour management.

Knowledge of and compliance with relevant school policies and procedures, e.g. health and safety policy, no smoking policy etc.

Any other duties commensurate with the post at the discretion or direction of Headteacher.

Support school in meeting safeguarding and well-being agenda in respect of health and safety of students.

Kings Norton Girls' School: Cleaner and Lunchtime Supervisor Roles

PERSON SPECIFICATION

- A flexible approach to react to the changing demands of the role.
- Committed to achieving high standards of cleanliness and hygiene.
- Excellent and effective communication skills with young people and adults. The ability to communicate clearly.
- A calm and considerate nature.
- Committed to the safeguarding of students.
- Punctual and reliable.
- Ability to manage time effectively.
- Use of initiative and the ability to work without supervision, but equally contribute to the team.
- Willing to undertake any training relevant to the role.
- Trustworthy, maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential information.

Commitment to Safeguarding and Safer Recruitment Practices: We welcome applications from candidates of all backgrounds. WMAT is committed to safeguarding and promoting the welfare of children and young people. Online searches will be conducted as part of the pre-employment checks.

This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks at enhanced level, along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

Kings Norton Girls' School: Cleaner and Lunchtime Supervisor Roles

Background, Ethos and School Developments

The School: Kings Norton Girls' School and Sixth Form is an outstanding school within the West Midlands Academy trust (WMAT). The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school develops confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement. Staff well-being is a high priority, as part of this an Employee Assistance Programme is provided. Our vision and values are central to all we do as staff, students and trustees our aim is to: -

'Open a world of opportunities'. Demonstrating respect and courage in order to flourish.

Our students: There are presently 1,092 students on roll and the staffing establishment is 125, which includes the Headteacher, 67 teachers and 57 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school which reflects our school values.

The Sixth Form is full and oversubscribed with 280 students across Years 12 and 13. In 2015 we had our first intake of boys into the sixth form; numbers here have increased significantly.

The School is a popular choice and is always well over-subscribed with applications of 820+ for the 160 places in Yr 7 and 350+ for sixth form places. Our catchment for year 7 entry in 2025 is 2.005 km. In 2024, the results at GCSE were outstanding with a Progress 8 of +0.64. In 2025 A level results achieved an average grade of a B- with 30.4% of all grades at A*-A. AT GCSE 2025, 86% of all grades were 4+, 73.8% at 5+ and 21.8% at 7+.

Governance : Our school board is exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school.

West Midlands Academy Trust (WMAT): Founded in January 2025, West Midlands Academy Trust (WMAT) was established through the collaboration of Hall Green School, Kings Norton Girls' School, and Swanshurst School. At the heart of our Trust is our vision: "**Achieving more together.**" This vision drives everything we do, as we work to equip young people with the knowledge, skills, and mindset to thrive academically, socially, and personally; not only during their time in school, but also in the workplace and in life.

Our approach to "achieving more together" is realised through:

- A relentless focus on delivering an excellent Quality of Education across all our academies, ensuring strong progress and attainment for all students.
- A commitment to personal development and well-being for both staff and students.

Background, Ethos and School Developments Continued

At WMAT, we cultivate a culture of:

- **Genuine collaboration** between academies, where sharing expertise and providing mutual support is fundamental.
- **Collective responsibility, ambition, and high expectations** for all staff and pupils across the Trust.
- **Supported accountability**, driven by a collaborative, reciprocal and robust Trust Quality Assurance programme, to ensure we achieve our goals together.
- **High-quality, tailored staff professional development** to support continuous growth.
- **A staff-focused culture**, where the role of leaders is to facilitate exceptional provision, enabling staff to perform at their best for the benefit of our pupils.

We also understand the importance of respecting individual school identities, whether through their names, logos, uniforms, timetables or curricula. While we adopt a strategic approach that is responsive to the needs of each school, we recognise that one size does not fit all as we look towards future opportunities.

Our operational model focuses on:

- **Earned autonomy** with accountability, offering schools variable delegations and freedoms based on performance and need.
- **Central services** that maximize efficiency, reduce costs, and enhance school leadership capacity to prioritise educational provision.
- **Central policies** designed to foster collaboration, ensure compliance, and ease workload pressures.
- **School led policies** such as Behaviour for Learning, reflect the individual needs of the school.
- **Financial sustainability** is also a key priority for us.
- **School led budgeting** with a focus on each school being financially self-sufficient, ensuring resources are allocated effectively to teaching and learning, and pupil support alongside strategic estates and resource management.
- We prioritize "**good growth**", expanding the Trust thoughtfully to ensure the right schools join at the right time.
- A **conducive physical environment** that sets high expectations for learning and work, supported by an efficient central team and infrastructure.

At WMAT, we believe in “achieving more together” through shared commitment, strong leadership, and a focus on continuous improvement, creating a brighter future for every student.

Background, Ethos and School Developments Continued

School Leadership

In our 2025 OFSTED inspection, it was confirmed that Leaders have a meticulous understanding of their school. Staff feel supported and empowered in their roles, are well informed and staff say that leaders engage well with staff in relation to their workload. The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers and an Associate Assistant Headteacher. This well established team are supported by 7 Faculty Leaders, 5 Heads of Year , Head of 6th form, and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life.

Our networks

We are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff. As a member of WMAT in January, this will not change however, the additional benefits of cross school collaboration will be extremely valuable.

Professional Development

Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.



Kings Norton Girls' School: Cleaner and Lunchtime Supervisor Roles

Key Facts and Statistics about the School

Type of School	Multi Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—19
Number of students	1092
Number of staff	1 Headteacher, Teaching 67, Support 57
Date school established	1910
External recognition	Ofsted rating: Outstanding, July 2019
Attendance	95.5% (pre Covid), 94.1% May 2025
Pupil Premium	Year 7 to 11, 30%
SEN	17%
EAL	10%

Sixth form expansion

Kings Norton Girls' School and Sixth form are delighted with our purpose built Sixth Form Building.



Key Facts and Statistics About the School Continued

Academic Achievements 2025

GCSE Results	% gaining 7+ in English and maths 18.2% % gaining 5+ in English and maths 61.6% % gaining 4+ in English and maths 82.4% English Grade 4 or above: 89.3% English Grade 5 or above: 79.9% English Grade 7 or above: 42.1% Maths Grade 4 or above: 84.9% Maths Grade 5 or above: 64.2% Maths grade 7 or above: 23.3% Achieving EBacc: 5+ 44%, 4+ 63.5%
A Level Results	A* - A all entries: 30.4% A* - B all entries: 59.4% A* - E: 97.5% Average grade: B-
Progress 8	+0.64 (2024)
University Admissions	Our students progress to high quality destinations; they are successful with applications to Russell Group universities, Oxbridge, an increasing number of apprenticeships, conservatoires, many other top universities and carefully planned



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Privacy notice for job applicants

This privacy notice advises job applicants of the school's data protection responsibilities on the collection and processing of their personal information. We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information as to what you can do about your personal information that is held and processed with us. We have appointed Clare Skinner, Business Manager as the person with responsibility for ensuring that applicants' personal information is held and processed in the correct way. She can be contacted at cskinner@kngs.co.uk. Questions about this policy, or requests for further information, should be directed to her.

You can find our privacy notice on our website at <https://www.kngs.co.uk/wp-content/uploads/2022/05/Privacy-Notice-Job-Applicants-v2-May-2022.docx.pdf>

Submission of your application form confirms that you have read and understood our privacy notice.