

Cleaner

Applicant Pack

**SILVERDALE
SIXTH FORM**



**SOUTH
YORKSHIRE
TEACHING
HUB**

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Eckington School



**Hope Valley
College**



**Silverdale
School**



Westfield School



**Bradwell
Junior School**



HADY PRIMARY SCHOOL



**Malin Bridge
Primary School**



**Stocksbridge
Junior School**



Chorus
Education Trust

Outstanding Achievement for All

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The vacancy

Post advert

Deadline for applications:	ASAP
Interviews to be held:	Interviews will be arranged on receipt of suitable applications
To start:	ASAP

Hope Valley College are looking for a reliable, enthusiastic and hardworking cleaner to join our friendly site team. We are dedicated to providing our students and staff with a clean and safe environment, and the successful candidate will want to uphold this high standard and take pride in their work. The duties include vacuuming, mopping, dusting and cleaning of surfaces.

The minimum working hours required is 3 hours per day with a maximum of 5.5 hours per day, Monday to Friday, for 43 weeks of the year. We are able to offer some flexibility around the start and finish times between 3:30pm and 9:30pm.

Role summary

Post title:	Cleaner	
Profile:	EO1	
Grade:	Grade 1	
Grade spinal point range:	SCP 2	
Salary:	£24,413 for a full-time employee – actual salary will be pro rata depending on hours contracted - £12.65 an hour	
Accountable SLT post:	Business Support & Finance Manager	
Line manager (if different):	Site Supervisor	
Staff to be supervised or line managed by post holder:	N/A	
Post holder will work with:	Premises site team	
Holiday and sickness relief:	By and for other premises cleaning staff	
Purpose of post:	To provide a comprehensive cleaning service to the school site	
Version revised:	September 2021	
Contract:	Permanent	Variety of hours/43 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- To maintain a high standard of cleanliness and hygiene in the areas/sites allocated by the Site Supervisor
- To be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.
- Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required by the School.
- To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.
- To ensure the safe use of chemicals that are required as part of your work, following manufacturer's instructions and with regard to Health and Safety Regulation.
- To empty bins and remove waste to designated areas.
- Specialist cleaning where requested by the School, i.e. carpet shampooing.
- To report any damage/defects to the appropriate person.
- To liaise with site staff, supervisors and line managers as required.

Support for the trust/school

- 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.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Cleaner

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of cleaning in an educational/commercial/industrial background		✓	A
Customer services experience	✓		A
Good understanding of health & safety policy and procedures including safe working practices	✓		A/I
Working in a busy environment with many priorities and conflicting deadlines	✓		A/I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English or substantial relevant experience.		✓	A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I

Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Hope Valley College

Hope Valley College is an 11-16 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 550 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



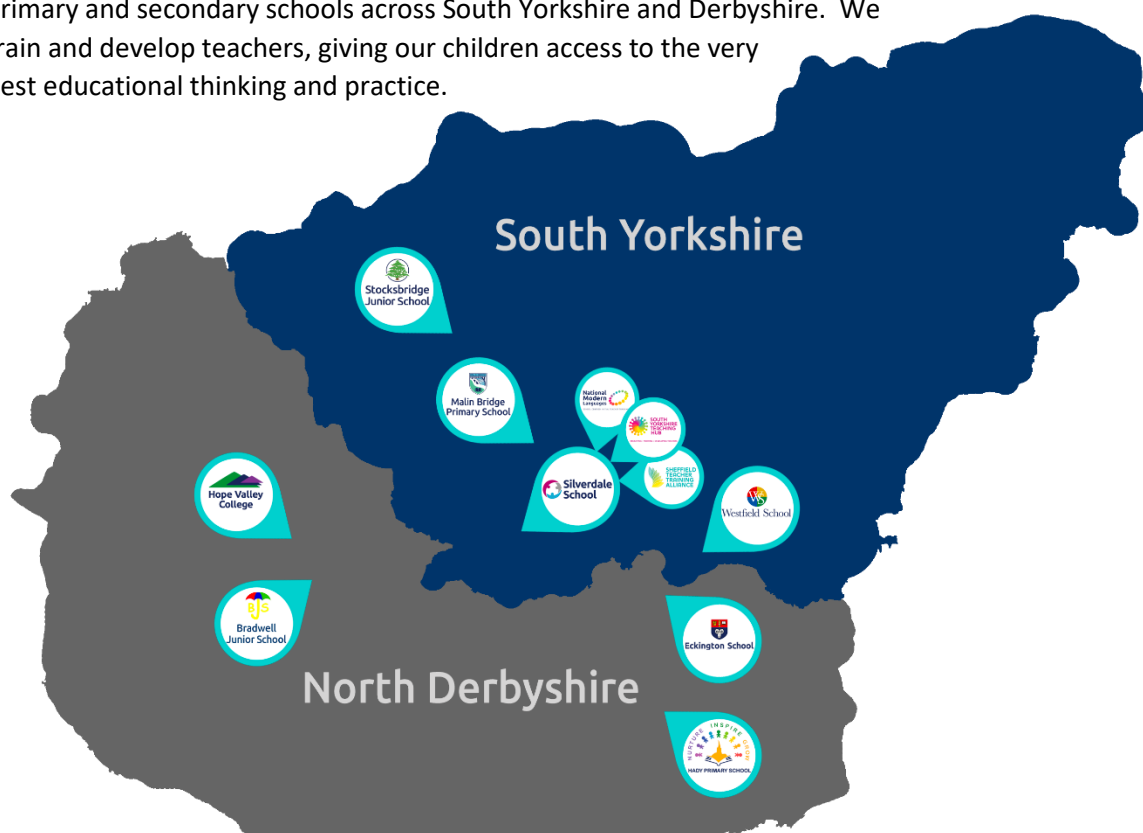
In addition to trust-wide benefits for all staff, those at Hope Valley College also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: www.hopevalley.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.