



Cleaner

YOUR
FUTURE.

OUR CEO

Manor MAT is a vibrant community of primary schools across the Black Country and South Staffordshire, united by a shared passion for making a difference. Our motto, **creating futures together**, isn't just a tagline - it's a daily commitment. Whether in the classroom, the staffroom, or our central team, we work collaboratively to shape futures filled with possibility, purpose, and hope. We believe that **great staff create great schools**. That's why we invest deeply in your growth - not just as a professional, but as a person. Whether you're a support staff member exploring a pathway into teaching, a middle leader seeking coaching and development, or an experienced educator ready to take the next step in leadership, Manor MAT offers tailored opportunities to help you flourish. Our culture of collaboration means you'll never walk alone; you'll be part of a network that lifts, learns and leads together.

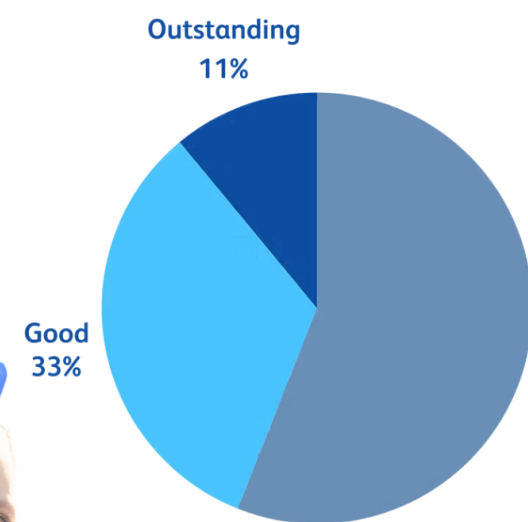
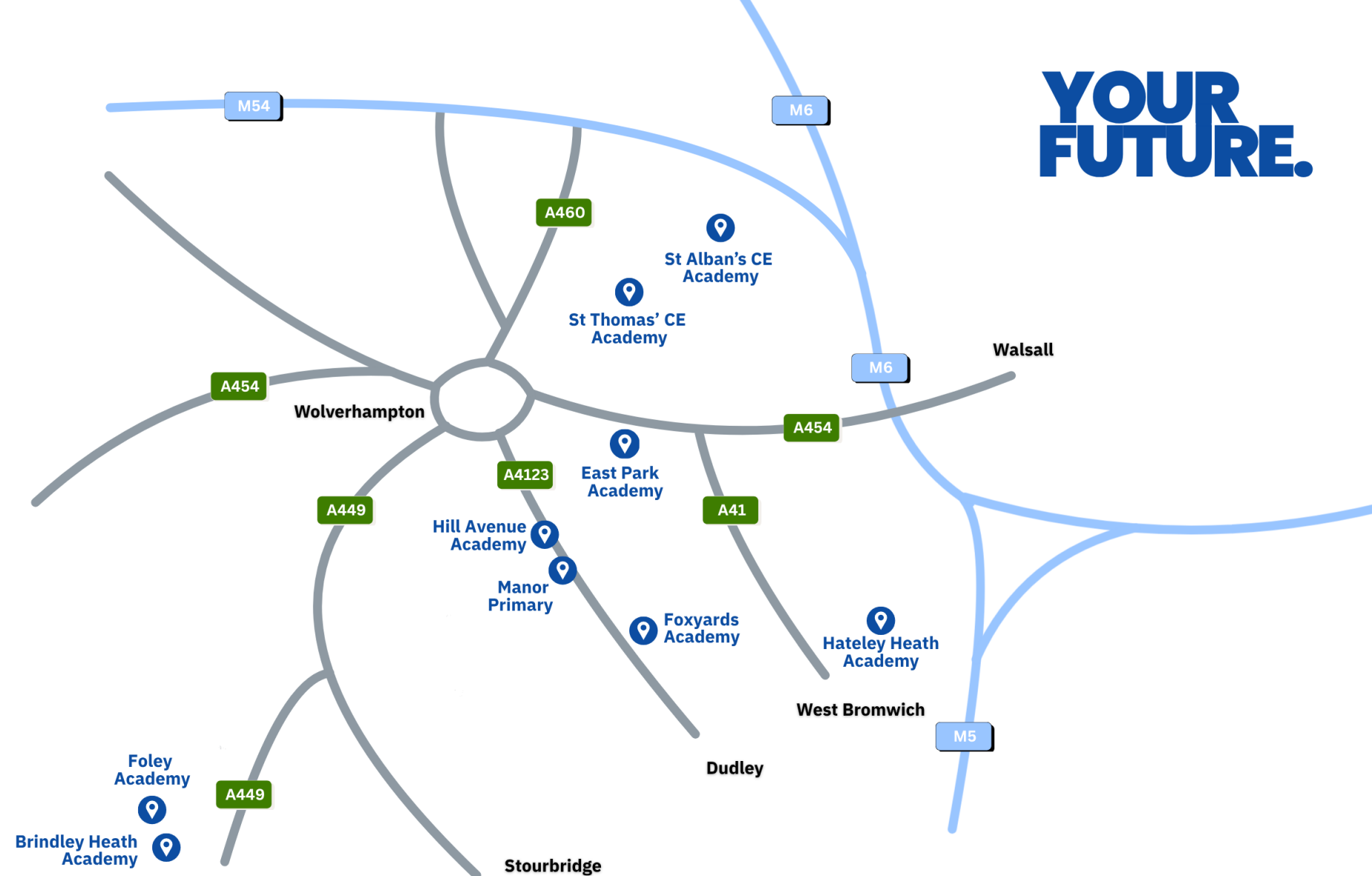
Welcome to Manor MAT. Let's create futures together.

Hayley Guest

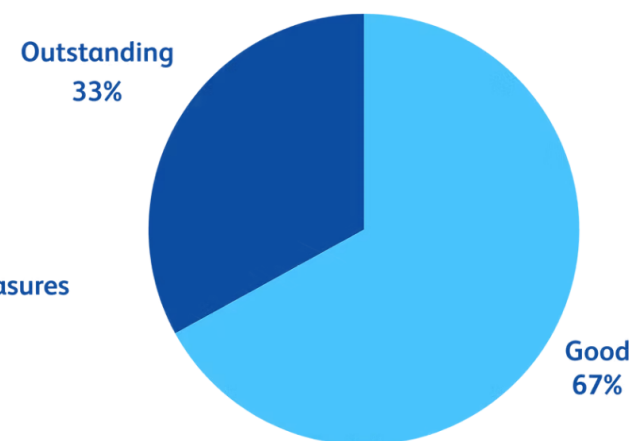
OUR TRUST

We began in 2016...

...with the aspiration that every child in our care attends a great school. We have ensured that some of the lowest performing schools in the country, many with significantly above national proportions of pupils eligible for free school meals, have been sustainably transformed in a short space of time.



**Schools before joining
Manor MAT**



**Manor MAT Schools at
their first inspection**

We have improved the life chances of thousands of young people, many living in some of the most disadvantaged parts of the country.

3400

Children

We serve over 3400 children and their communities with world-class education and care. They are at the heart of our trust.

100%

Teaching School Hub

All of our students who completed their PGCE with us over the past 3 years successfully gained employment at the end of their programme.

100%

Manor is the place to be

All of our recently recruited staff would recommend Manor as an employer due to the excellent support they receive.

OUR OFFER



When you join our trust, you're joining a family. And a family cares for one another. That's why we offer our services and extras so you know you are a valued part of our family.



3 of many
offers from us
to you



Our Specialised Central Team

We are committed to providing resource and experience that enhances the learning experience for children, motivates staff and provides unique opportunities for schools and communities. From finance to IT, to Estate management, to HR, we've got it covered.



MAT Conference and CPD

We invest heavily in your CPD. We have an annual conference at a shared venue with our whole trust family where we share practice, prioritise wellbeing and cast vision for the future. We also have regular CPD opportunities throughout the year.



Annual Awards Celebration

The MAT Awards celebrate the outstanding achievements and shared successes of our Manor MAT family in a highlight of the year for all of our staff. A chance to reflect on the previous year and celebrate the hard work and dedication of so many.

YOUR BENEFITS



LIFESTYLE SAVINGS

Lifestyle savings are built to support every aspect of your daily life. From supermarkets and high street shopping, to utility bills and retailers in your local community. Discover a world of savings.



MENTAL WELLBEING

Access confidential support when you need it most. Whatever physical, mental or financial issue you're facing, you can find a wide range of resources waiting to help - 24/7, 365 days a year.

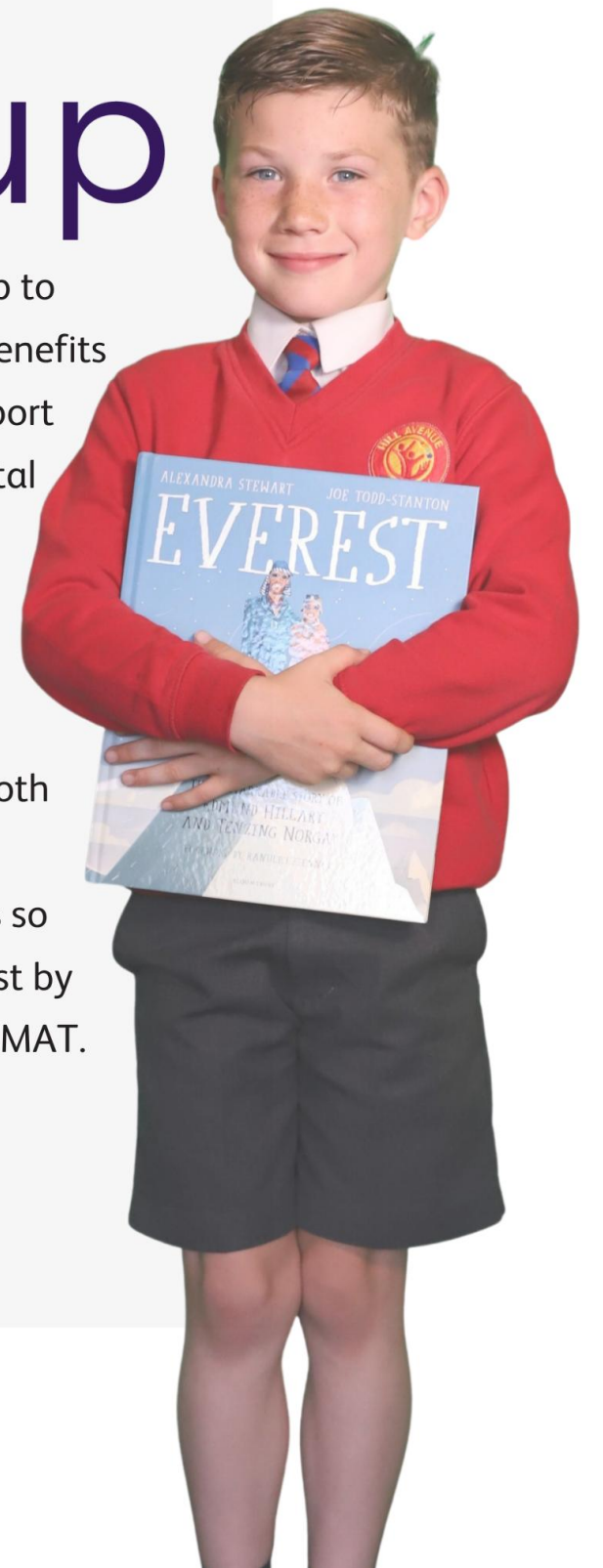


PAYROLL PAY

Payroll Pay allows you to spread the cost of the items you want and need directly from your salary, helping you to avoid expensive borrowing whilst still spreading the cost.



We work with Vivup to make these staff benefits possible, all to support your physical, mental and financial wellbeing. Vivup offers so much in order to make sure you're supported both professionally and personally, and it is so simple to access just by working for Manor MAT.



Manor Primary School



Manor Primary School is a large 3-form entry school in the heart of the West Midlands where children excel and grow emotionally, physically, intellectually, spiritually and socially so that they are able to fulfil their true potential, inspiring children to be the best they can be both now and in their future lives. We enable each child to find their wings and fly by providing all of our children with an education free from discrimination, an amazing learning environment that provides every child with the opportunity to flourish and the highest quality teaching that enables them to learn effectively and make exceptional progress.



Mr A Rogers

Headteacher



At our latest inspection, we retained our 'Outstanding' judgment from Ofsted. They saw that pupils are proud to attend our great school.



We have capacity to serve 630 children and their families. They are at the heart of our school.



Our large and dedicated staff team work in unity. Our culture is designed to build each other up and encourage on your journey.



**Our future is built
on what you bring.
At Manor MAT,
your skills,
character and ideas
help shape
what comes next.**

OUR COMMITMENT TO SAFEGUARDING

Safeguarding is the foundation of everything we do. We are fully committed to the principles set out in Keeping Children Safe in Education and all colleagues, regardless of role, are required to uphold these standards without exception. Every appointment we make, from classroom to central team, is considered through the lens of child protection.

Our recruitment process is designed to be thorough, transparent, and uncompromising. We follow Safer Recruitment best practice in full, including the requirement for at least one member of every interview panel to hold a current Safer Recruitment certificate. All shortlisted candidates are subject to scrutiny of their application and any attempt to conceal, misrepresent, or omit relevant information will result in immediate withdrawal of an offer or, where applicable, termination of employment and referral to the relevant authorities.

Every successful candidate undergoes a robust pre-employment vetting process before employment in one of our schools. This includes an Enhanced DBS check with a Children's Barred List check and, where relevant, a check against the Teacher Regulation Agency's prohibition list. Overseas applicants, or those who have lived or worked abroad, will be required to provide additional checks equivalent to a UK DBS, in line with KCSIE requirements.

Safeguarding does not end at the point of hire, it is embedded into the culture and daily practice of every school in our Trust.



JOB DESCRIPTION

Cleaner

Duties & Responsibilities

We expect our Cleaner at Manor MAT to uphold our core values of Integrity; Ambition, Collaboration, and Inclusion; act with honesty; keep their knowledge and skills as a Cleaner up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

Core Purpose

The core purpose of a Cleaner at a Manor MAT School is to clean school and other Premises.

Key Responsibilities

- Cleaning of premises (including toilets, classrooms, offices, etc.), furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting, and emptying of litterbins together with the operation of powered equipment where necessary to ensure that recognized standards are maintained.
- Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures, and fittings as directed by the Head teacher, Caretaker, Business Manager or Trust.
- The collection of rubbish and debris from the buildings and replenishing materials in toilet and amenity blocks required to maintain the necessary standard of hygiene.
- Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops, and floor cloths issued to them.
- Reporting to the Caretaker or their authorised deputy or cleaner in charge, anything which they consider should be brought to their notice.
- Complete and sign timesheets and attendance registers and other records as required.
- To attend training courses as considered necessary by the management team.
- To understand and comply with the general requirements of the Health and Safety at Work Act, 1974.
- Any other appropriate work as required by the Head teacher, Caretaker, Business Manager or Trust.
- Prepared to work mornings and evenings as required and at all other times in case of emergency

Other Responsibilities

- To attend First Aid training as required.
- Administer First Aid to pupils, staff and visitors as required.
- To attend any other training courses as required

General Requirements

- Health & Safety – The postholder is required to carry out the duties in accordance with the School's Health and Safety policies and procedures.
- Equal Opportunities – The postholder is required to carry out the duties in accordance with the School's Equal Opportunities policies.
- Safeguarding – Employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the postholder to undertake an Enhanced DBS check.
- School Ethos – contribute to the development and implementation of the overall vision of the company including compliance with school policies and procedures. The postholder must maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

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Training - The postholder is required to undertake appropriate and regular training and/or legislative/educational developments to maintain knowledge and improve practice.

Supporting the School

- To develop positive relationships with all staff and children.
- To liaise, advise and consult with other members of the cleaning/ caretaking team.
- To attend relevant in-service training.
- To be aware of school procedures.
- To be aware of confidential issues linked to home/teacher/schoolwork and to keep confidences appropriately.
- Any other tasks as directed by the Headteacher, which fall within the purview of the post.

Monitoring

Cleaning zone will be monitored weekly by the site supervisor and termly by the Premises Manager. Feedback will be given on what is being done well and areas to improve. It is the duty of the cleaner to ensure all issues to be improved are addressed.

General Conditions

This job description is subject to annual review. It may be amended only after full consultation with the Cleaner concerned. It will be signed if agreement is reached. If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

_____ Cleaner

_____ Headteacher

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Cleaner



Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Training	Willingness to undertake training as directed – this may involve attendance outside normal working hours.	✓	
Special Knowledge/ Skills	Literacy skills		✓
Personal Qualities	To be able to follow and understand instructions given by management.	✓	
	Enthusiasm and a willingness to learn.		✓
Commitment	To provide a first class service to the school.	✓	
	Flexibility to enable the various duties and requirements of the post to be undertaken.	✓	



manormultiacademytrust.com



Manor Multi Academy Trust
Ettingshall Road, Coseley,
West Midlands WV14 9UQ



PHONE
01902 556460



EMAIL
info@manormat.com