



Moseley School
and Sixth Form



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and Sixth Form

Cleaner



Succeeding together



Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form as a Part Time Cleaner.

If you would like to apply for this role, please read information below;

We can only accept applications forms not CV's.

To apply for this role:

Application forms are available from our school website recruitment page to print of and complete, or you can collect an actual application form from the school reception during school hours only 8am – 4pm Monday to Friday (Gate A Wake Green Road) or alternatively you can email recruitment@moseley.bham.sch.uk and an application form can be sent to you electronically.

Please note this Job Advert may close early when sufficient applications have been received.

With very best wishes,

A handwritten signature in black ink, appearing to read 'A Bate'.

Andrew Bate
Headteacher



Post Information

- Post Title:** Part time School Cleaner
- Salary/Grade:** Grade 1 SP2 to SP3; £24,413 – £24,796, Full Time Equivalent
- Actual Salary:** Grade 1 SP2, £12.83per hour before any deductions
Grade 1 SP3, £13.03per hour before any deductions
- Contract Type:** Monday to Friday Term Time, plus 4 weeks extra to be worked. 2 of the 4 weeks are to be worked in the final 2 weeks of summer holidays in August/September each school year. The other 2 weeks are to be agreed when they will be worked over other school holidays with your Line Manager.
- Contract Term:** Permanent
- Contract Start Date:** As soon as possible
- Contract Hours:** There are 2 roles available;

Mornings; Monday – Friday 06:00am to 08.30am 12.5 hours per week.

Evenings; Monday – Friday 3.30pm to 6.30pm 15 hours per week.

Working hours in school holidays may be different due to different opening hours this will be discussed in the actual interview with you.

Please state within the additional information on your application form which of the 2 roles, or both roles you are applying for.

Our perfect cleaner candidate will:

- Be reliable with a flexible and positive approach
- Be able to work under pressure and to deadlines, and produce work to the required standards and to agreed deadlines
- Be able to adhere to health and safety and the statutory regulations

What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme



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Core Purpose:

- Day to day cleaning of the school's buildings and site.
- Provide a clean and pleasant environment in order to facilitate the effective teaching and learning of students and its full use by those staff and students who occupy it.
- Maintain cleanliness in order to prevent any health risk from occurring in the school.
- Help maintain the fabric of the school's buildings and site.

Responsibilities for all staff:

- Clean specified areas of the school, which may vary, to the required standard as instructed by Site Management.
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- Cleaning inside windows up to a specified height
- Sweeping and vacuuming floors
- Polishing and dusting surfaces and furniture
- Cleaning toilets and shower areas
- Use cleaning materials as appropriate, and according to their instructions for use
- Empty bins and remove rubbish from the premises
- Report any damages to school property or other relevant matters to Site Management.
- Use power cleaning equipment as directed
- Undertake relevant non routine cleaning as instructed by the Site Management.
- Wear the uniform and all personal protective equipment provided by the school.
- Undertake Deep cleaning in specified areas of the school.

Other Responsibilities:

- Attend meetings as required
- Participate in training and professional development opportunities, willingness to develop additional skills and expertise.
- Contribute to school development through identified communication and consultation channels.



- To respect the confidential nature of information relating to the school, students and customers.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates.

References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.



Person Specification

Post Title: Part time School Cleaner

Method of Assessment

Application Form or Interview

Qualifications & Experience	Essential/ Desirable	Method of assessment
<ul style="list-style-type: none"> • Relevant experience of cleaning • Experience of operating buffer/ scrubber dryer equipment • Must be able to consistently demonstrate they are numerate and literate, • Knowledge and experience of health and safety relating to cleaning. • Experience of working in a school environment. 	Essential Desirable Desirable Desirable Desirable	Application Form or Interview)
Skills and Abilities		
<ul style="list-style-type: none"> • Ability to complete work to the required standards and to agreed deadlines. • Ability to develop and maintain effective working relationships with a range of people. • Demonstrates a flexible approach to work to enable effective delivery of service. 	Essential Essential Essential	Application Form or Interview
Other Attributes		
<ul style="list-style-type: none"> • Punctual and conscientious. • Good time management and the ability to prioritise workload. • Able to work under pressure and to deadlines and deliver excellent attention to detail. • Can Do attitude. • Able to adapt to changes in the workplace. • Commitment to the safeguarding of children. • Commitment to the school ethos and aims. • Commitment to comprehensive education. • Commitment to equal opportunities. • Accurate and fluent spoken English. 	Essential Essential Essential Essential Essential Essential Essential Essential Essential	Application Form or Interview

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

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