



# Cleaner

Applicant Pack



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## The vacancy

### Post advert

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

Hady Primary School is looking to recruit a hardworking cleaner who takes pride in their work and the school site. Since joining Chorus Education Trust in 2024, we have invested significantly to improve our school learning environment, and the post holder will work closely with the Trust Premises & Estates Manager and School Business Support & Finance Manager to ensure the school is clean and tidy.

We're looking for a friendly and team-Oriented person who should be approachable, able to work well with others, and have a positive attitude.

Previous cleaning experience is desirable but not essential. We are looking for candidates with a strong work ethic and attention to detail.

### Role summary

<b>Post title:</b>	Cleaner	
<b>Profile:</b>	EO1	
<b>Grade:</b>	Grade 1	
<b>Grade spinal point range:</b>	SCP 2	
<b>Salary:</b>	£23,656 (pro rata £9,590 per annum)	
<b>Accountable SLT post:</b>	School Manager	
<b>Line manager (if different):</b>	Business Manager and Director of Facilities	
<b>Staff to be supervised or line managed by post holder:</b>	N/A	
<b>Post holder will work with:</b>	Premises Site Team	
<b>Holiday and sickness relief:</b>	By and for other premises cleaning staff	
<b>Purpose of post:</b>	To provide a comprehensive cleaning service to the school site	
<b>Version revised:</b>	September 2021	
<b>Contract:</b>	Permanent	15 hours/52 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
<b>Knowledge, experience and skills</b>			
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
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Communicate effectively with people at all levels eg 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
<b>Interpersonal skills</b>			
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
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Hady Primary School

Hady Primary School is a primary school and nursery, situated in the East of Chesterfield, Derbyshire. It welcomes 350 pupils through its doors, from Nursery to Year 6.

Hady Primary aims to provide a nurturing environment, inspiring experience, and firm foundation for growth for the pupils, who are willing to learn, well-behaved and enthusiastic. It does so from an elevated location overlooking Chesterfield, which offers access to outdoor learning areas.

The school strives for excellence, welcomes challenges and delivers consistently strong results and Ofsted judged it to be 'Good' at its most recent (ungraded) inspection in April 2024, with evidence that "the inspection grade might be outstanding if a graded inspection were carried out".



In addition to trust-wide benefits for all staff, those at Hady Primary School also have access to:

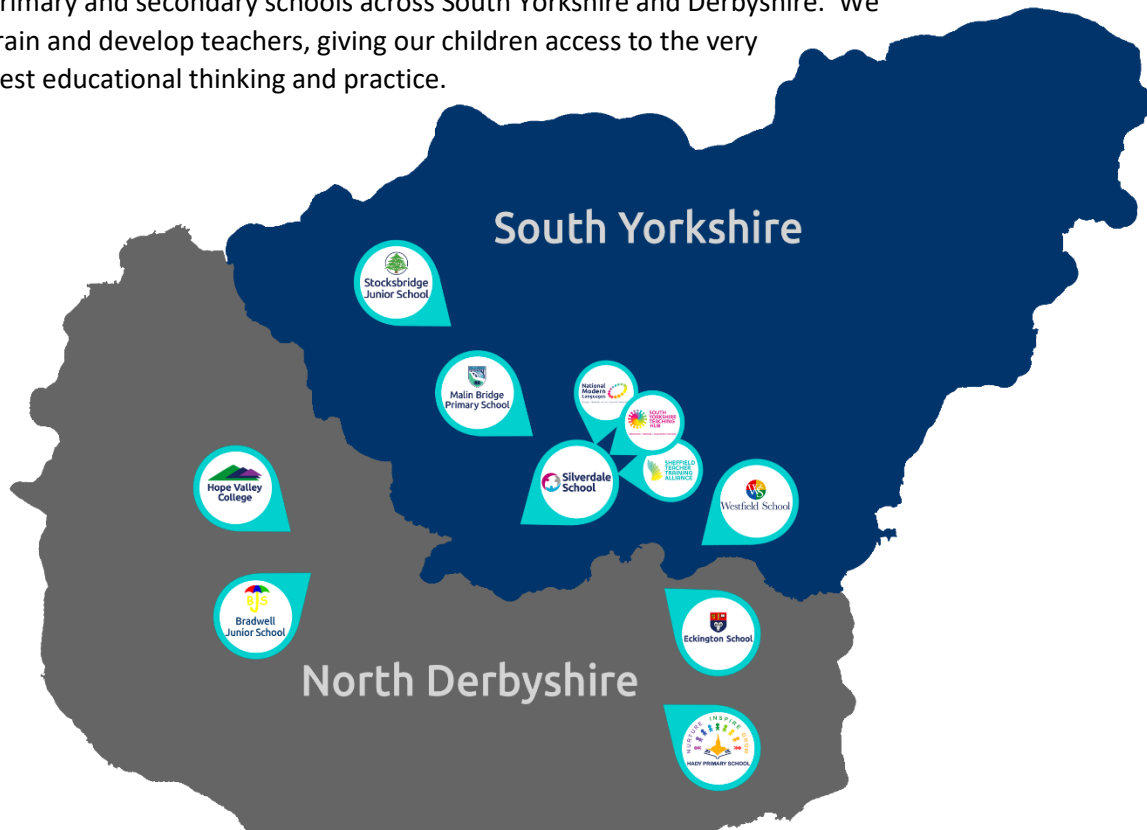
- Supportive and friendly staff and leadership team.
- Free staff parking.

You can view the school website at: [www.hadyprimaryschool.co.uk](http://www.hadyprimaryschool.co.uk).



# 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’.
- 

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

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

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

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

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

**Career progression** opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Alice Pearson (HR Officer) at: [recruitment@chorustrust.org](mailto:recruitment@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: ASAP
- Interviews to be held: Interviews will be arranged on receipt of suitable applications

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.