



GREENSHAW
LEARNING TRUST



Cleaner Recruitment Pack

**ALWAYS
LEARNING**

Introduction

Dear Candidate

Thank you for your interest in the post of Cleaner at Montpelier Primary School.

We are a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

We are the largest primary school in Plymouth and one of the largest in the South West. Our school family is friendly, innovative and forward thinking. Pupils' learning behaviours are strong and our staff are highly motivated and experienced.

Our school was rated as 'Good' at its last inspection in September 2019 and we were delighted with the recognition we received from the team.

- Montpelier School is a caring environment in which to learn and play.
- They (the pupils) feel happy, safe and well looked after.
- Positive relationships promote pupils' love of learning.
- Teachers have high expectations for what pupils can achieve.
- Leaders' ambition is for all pupils to excel and achieve highly.
- Staff support, encourage and challenge pupils to do well.
- Leaders know the needs and vulnerabilities of their pupils well.
- The school supports all pupils to become resilient, well-rounded learners.
- Pupils try hard and persevere with their learning.
- Pupils are polite and considerate. They behave well.

On a personal note, your professional development is important. Whatever stage you are at, we will develop your skills, expertise and knowledge so you can achieve your goals. I hope you will consider this position and to look further at our website, our Facebook page and also watch the video of our school tour. If you would like an informal discussion, then please get in touch by telephone (01752) 216160 or email admin@mpsplymouth.net

Yours sincerely



Mrs S Hunter
Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Terms and Conditions

Line Managed by: Cleaning Supervisor

Line Management: N/A

Contract: Permanent

Salary: Salary calculated in line with NJC Grade A, Points 1-2
Plymouth £17,842 – £18,198 fte, per annum
Actual salary £4242 - £4326

Hours of Work: 10 hours per week x 40 weeks a year

Start Date: As soon as possible

Place of Work: The successful post holder will mainly be based at Montpelier Primary School but could involve working at other Plymouth schools within the Trust

Medical Examination: Appointments are subject to a satisfactory medical report

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

Holiday Entitlement: This is a term time only appointment therefore your annual leave entitlement is paid within your annual salary.

Probationary Period: New employees are required to complete a six-month probationary period

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

General: Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, 'Administrative Professional, Technical and Clerical Services.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All teaching and support members of staff must undertake the required pre-employment checks which include the uptake of references both professional and personal and a satisfactory enhanced Disclosure and Barring Service (DBS) Check.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Main responsibilities and duties:

We are looking to appoint a cleaner to provide an appropriate level of cleanliness for users of the premises, whilst being aware of Health and Safety and the security of the premises.

Job Description

Accountabilities

- To be responsible for the cleanliness of designated areas of the site as directed and for maintaining high and consistent standards.
- To take initiative to perform cleaning and tidying tasks as required.
- To liaise with and follow direction from the shift supervisor.
- To work as a member of a larger team.
- To secure classrooms and offices (closing of windows and locking of doors).
- To report any site defects to the shift supervisor
- To carry out other cleaning duties such as washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of areas as directed by the shift supervisor
- Using, where appropriate powered equipment.
- External cleaning duties in playgrounds, paths and drains.
- Maintain a high standard of service.
- Undertake other duties as directed and commensurate with the grading of the role.
- To deal with spillages as required.

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> Literacy and numeracy skills for following instructions and measuring cleaning fluids 	<ul style="list-style-type: none"> Level 1 or 2 Cleaning Qualification Experience of working in a cleaning role
Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:		
	<ul style="list-style-type: none"> Literacy and numeracy skills for following instructions and measuring cleaning fluids Good verbal communication skills Awareness of health and safety procedures 	
Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:		
	<ul style="list-style-type: none"> A reasonable level of fitness to meet the physical demands of the post Able to work independently without supervision Able to work effectively as part of a team Ability to be flexible and supportive to colleagues Be comfortable working around young people and understanding the ethos of the MAT Punctual, reliable and trustworthy 	<ul style="list-style-type: none"> Ability to travel to other sites

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **midnight on Sunday 7th November**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised as soon as possible. Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

The interview is scheduled for as soon as possible after the closing date. Applicants may be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up post as soon as possible.

6. Additional information

For further information, please contact the school HR Manager via email: sharoncarwithen@mpsplymouth.net