



St Edmund's Girls' School Salisbury

'Inspired to achieve'

APPLICATION PACK



CLEANER

required as soon as possible

Headteacher: Sarah Busby
St Edmund's Girls' School, Church Road, Laverstock, Salisbury, Wiltshire, SP1 1RD
Tel: 01722 328565 Fax: 01722 421391
Email: office@st-edmunds.eu Website: www.st-edmunds.eu

A Church of England Academy Trust



SBy/esk

St Edmund's Girls' School Salisbury

Dear Prospective Applicant

Cleaner

We require a Cleaner to start as soon as possible.

- 17½ hours per week (3.00 p.m. to 6.30 p.m. Monday to Friday).
- 41 working weeks (term time plus 2 weeks during the summer holiday).
- You are also paid for 5½ weeks of the school holidays.
- Salary: Grade B: £7.83 per hour.

I am pleased that you are interested in applying for this post at St Edmund's Girls' School. This is a happy and caring school, where students achieve well, and the cleaning service we provide is key to our friendly school environment. We have high expectations for our girls, and similarly we expect much from our staff. We are seeking someone who is energetic and friendly and who can work efficiently with good humour under pressure.

I can assure you that you will find St Edmund's a welcoming and rewarding place in which to work. Our students are delightful; they embrace learning opportunities and respond well to challenge. We are especially proud of our caring and supportive Christian ethos which runs through every aspect of school life.

How to Apply

Should you have any specific queries that are not answered by the information we have provided, then please do not hesitate to contact our Cleaner in Charge, Mrs Siviter: 07468 511 748.

When you have completed the application form, please post or hand deliver your application form (and equality form). Please address the envelope to:

Sarah Busby
Headteacher
St Edmund's Girls' School
Church Road
Laverstock
SALISBURY
Wiltshire
SP1 1RD

You may also email the application form and equality form to my PA, Elaine Slack if you wish: eslack@st-edmunds.eu

Disclosure & Barring Service

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

We look forward to receiving your application.

Yours sincerely

Sarah Busby
Headteacher



**St Edmund's Girls'
School**



The Trafalgar School



Wyvern College

A new Multi Academy Trust opening in April 2017

Candidates should note that, with effect from 1st April 2017, St Edmund's Girls' School became a founder member of Magna Learning Partnership, a multi academy trust with a growing partnership of schools.

Magna Learning Partnership will become the employing body rather than individual schools. To all new staff joining any of the schools, therefore, this may afford the opportunity to work in more than one school as the need arises. Your interest and readiness for this would be questioned at interview.

The three founding schools within Magna Learning Partnership are:

St Edmund's Girls' School in Laverstock, Salisbury
www.st-edmunds.eu

The Trafalgar School at Downton, a co-educational school just south of Salisbury
www.trafalgarschool.com

Wyvern College for boys in Laverstock, Salisbury
www.wyverncollege.wilts.sch.uk

Offering single sex and mixed education in three educational settings with their own distinctive values and ethos, we will work closely as a partnership through our shared vision and high ambitions for our students.



<http://www.magnalearningpartnership.org.uk/>



Job Profile

Reference :	SCH 074 Grade B
Job Title :	School Cleaner (Secondary School)
Reports To :	Caretaker/Cleaner in Charge/HeadTeacher or designated member of staff
Main Job Purpose :	To undertake general duties necessary to provide a clean, hygienic and safe environment for teaching and other school activities.

Main Duties	
1.	To carry out cleaning tasks set out in the school's cleaning schedule.
2.	To use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided.
3.	To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Head Teacher (or other nominated supervisor)
4.	To observe health and safety and security requirements.
5.	To complete any appropriate records or documentation required by the Head Teacher.
6.	To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.

Main Duties

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| 7. | To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required. |
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Supervision and Management

The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

Work is covered by established procedures, e.g. Health & Safety

Key Contacts And Relationships

Regular contact with the Head Teacher/ Manager/ Caretaker and other cleaning staff regarding cleaning duties. There will also be general contact with other school staff.

Decision Making

The job holder is expected to report and record any problems involving cleaning materials, equipment breakdown, health and safety matters etc. to the Head Teacher/Caretaker in line with existing policy and practice.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security

Cleaning equipment e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

Working Environment

Daily use of cleaning equipment, chemicals and machinery.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

Knowledge and Skills

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.