Severn Bridges
Multi-Academy Trust

# Harlescott Junior School

# Cleaning Assistant Recruitment Pack

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# Harlescott Junior School Cleaning Assistant Recruitment Pack

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# Harlescott Junior School Cleaning Assistant Recruitment Pack

## Headteacher's Welcome

"Grow Together, Achieve Together!"

**Our School: Harlescott Junior School**

Harlescott Junior School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the north side of Shrewsbury not far from Haughmond Hill. The school originally opened in 1931 and is a larger than average sized junior school for Shropshire. Most of our pupils live within the surrounding area and some from the wider Shrewsbury area. The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and two Key Stage Managers. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year. We had a very successful Ofsted inspection in May 2023, maintaining our 'Good' rating overall and gaining outstanding for behaviour and personal development.

At Harlescott Junior School we continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals. When children leave us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.

# Harlescott Junior School Cleaning Assistant Recruitment Pack

## Our School Vision

"Grow Together, Achieve Together!"

Our dedicated team wish to offer the finest primary school experience.
With our endless pursuit for excellence in education, adaptability is our strength. Our children will not only be educated to a high academic standard but they will leave our setting having grown into emotionally resilient individuals.

Developing a love for learning will be our aim.
They will benefit from a broad and balanced curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. An appreciation of the outdoors and a strong focus on physical and mental well-being will naturally develop alongside their learning journey.

Our children will leave this school with the knowledge and skill set to make positive choices that will drive their future forward. Their friendships will be rooted in mutual respect and tolerance because of our consistent teaching of our school values, promoting inclusivity and diversity. Our pupils will have the solid foundations that will allow them to build a successful, exciting and fulfilling life.

# Harlescott Junior School Cleaning Assistant Recruitment Pack

## Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.
We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our bespoke curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Severn Bridges Multi-Academy Trust | Greenfields Primary School | Harlescott Junior School | Mount Pleasant Primary School & Nursery | Radbrook Primary School | Short Wood Primary School | Sundorne Infant School & Nursery

# Harlescott Junior School Cleaning Assistant Recruitment Pack

## About the Role

Harlescott Junior School is looking to appoint two reliable and friendly cleaners to join our hardworking site team. We are proud of our welcoming school environment and are seeking people who take real pride in helping to keep our school clean, safe and cared for.

Key Responsibilities

- Carry out daily cleaning of classrooms, corridors, toilets and shared areas
- Ensure all areas are cleaned to a high standard
- Follow health and safety and hygiene procedures
- Work as part of a team to support the smooth running of the school
- Take pride in maintaining a pleasant environment for pupils, staff and visitors

The Successful Candidate Will:

- Be friendly, approachable and able to work well as part of a team
- Have a positive attitude and strong work ethic
- Take pride in their work and pay attention to detail
- Be reliable, trustworthy and punctual
- Experience of cleaning is helpful but not essential, as training will be provided

Harlescott Junior School is a welcoming and inclusive school, and we value the vital role our cleaning team plays in keeping our school environment in tip-top condition.

# Severn Bridges Multi-Academy Trust

**School: Harlescott Junior School**

**The Post: Cleaning Assistant**

**Contract Type: Permanent**

**Required from: ASAP**

**Closing Date:**

**Monday 2nd November at 9am**

**Interviews:**

**Monday 9th November**

## Grade / Working Days Details

Grade 3, SCP 3 (£13.28 hourly rate)
Actual Salary - £7,790.36
12.5 hours a week, term time, plus 3 weeks
3:00pm-5:30pm

## Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

## Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/

## How to apply

All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the our website - https://www.haughmondfed.net/our-schools/vacancies and click onto the vacancy where you will be able to apply directly.

## Visits

Visits to our school are strongly encouraged. Please email us at recruitment@haughmondfed.net if you would like to book a visit.

# Harlescott Junior School

## *Cleaning Assistant*
## *Job Description*

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.
All posts are subject to the Asylum and Immigration requirements.

### Purpose of the post

Under the direction/instruction of senior staff, provide a clean and hygienic school environment which meets specified cleaning standards.

### Duties and Responsibilities

**Main Responsibilities**

- Carry out general cleaning duties.
- Use electrical cleaning equipment as appropriate.
- Ensure the safe use of all machinery, equipment and chemicals.
- Keep external areas of the premises clean and tidy.
- Report any incidents/problems to senior staff.

**Other Responsibilities**

- Be aware of and comply with all school policies and procedures
- 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.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

**Safeguarding**

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

**Other Duties**

Any other duties that the Headteacher, CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

# Harlescott Junior School

## Cleaning Assistant
## Person Specification

**Severn Bridges MAT**
**Person Specification – Cleaning Assistant Grade 3**

| Criteria | Essential | Desirable |
|---|---|---|
| **Qualifications** | NVQ 1 or equivalent qualification | |
| **Work or relevant experience** | Experience in general cleaning and support services | |
| **Knowledge and understanding** | Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.<br>Willingness to gain knowledge of health and safety procedure and precautions.<br>Willingness to gain awareness of COSHH regulations.<br>Willingness to gain awareness of health and hygiene procedures.<br>Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) | |
| **Skills and Abilities (relevant to post)** | Willingness to use relevant equipment.<br>Ability to relate well to children and adults. | |
| | Sufficiently fluent in spoken English to ensure effective performance in the role. | |
| **Personal Qualities** | Ability to bring to the role, initiative, enthusiasm and commitment<br>Flexibility and reliability<br>Willingness to develop skills with further training<br>Reliable and Punctual, a strong work ethic is essential.<br>Attention to Detail, the ability to clean to a high standard.<br>Proactive Attitude, taking initiative to ensure all areas are tidy.<br>Ability to work independently and as part of a team.<br>A commitment to safeguarding and working within a school setting. | |
| **Special Conditions** | Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check.<br>Have the right to work in the UK. | |