

After school cleaner



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Wykin Road, Hinckley, Leicestershire, LE10 0EP

Tel: 01455 230731

Email: office@redmooracademy.org

Web: www.redmooracademy.org

Company No: 7992372

Letter from the Principal

Dear Applicant,

Thank you for taking an interest in the post of cleaner role (10 hours a week) to start as soon as possible at Redmoor Academy. I hope you find the following details informative as you consider the opportunity of joining this very successful school. Having converted from a 11-14 high school to an 11-16 academy in 2015, Redmoor has recently celebrated being one of the most improved schools nationally after excellent GCSE results in 2019 and a progress 8 score of +0.03. Our rapid expansion has led to significant investment in the school building and facilities including new classrooms, ICT provision and science laboratories. The school is consistently oversubscribed and currently we have over 900 students on roll. The academy is situated on the western edge of Hinckley on the Leicestershire/Warwickshire border. It has excellent links to Leicester and Coventry, being close to the M69 and A5. This is an exciting time to join our committed and supportive pastoral team at Redmoor Academy.

We set high aspirations within a culture of academic excellence, evidenced by a superb number of Grade 9s and A*s in our latest set of GCSE results. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

The school's most recent Ofsted visit in November 2017 recognised that *"pupils are highly engaged in school life"* and *"pupils are polite, courteous and conduct themselves well at all times."* The inspection report validated the new leadership team's priorities for improvement and agreed with the strategic vision in place to provide an outstanding education for all Redmoor Academy's students. Vastly improved GCSE results in August 2018 provided further evidence of success and continued improvement in 2019.

At Redmoor we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the development of pedagogy based on research, best practice and our excellent links with other schools. In addition we offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders. Staff well-being is very important to us and we are genuinely a happy place to work.

Our staffing profile is very stable and our staff are excited and proud to work here. We are not complacent and continually strive to improve and achieve further successes. The future is exciting and we are totally committed to raising aspirations and achieving fantastic outcomes for all students. You could be a part of our future.

We have a clear understanding of what we are looking for in the staff we appoint. If you have a desire to work hard transforming lives, are a team player and want to be part of a dynamic team, you could be a Redmoor person.

Yours Sincerely

M Nicolle

Mr M Nicolle
Principal

Application and Appointment Process

Salary: Grade 2 £17,850 - £18,021 pro rata. **Actual salary £4,425 - £4,468**

Tenure: Permanent

Hours of work: 10 hours per week working 3.15pm – 5.15pm Monday to Friday, 42 weeks, working 38 weeks term time plus 40 additional hours to work during school holidays, to be agreed with line manager.

Closing Date: Friday 21st January 2022

Start date: As soon as possible

Interview day: TBC

Informal enquiries to Miss K Smith on 01455 230731, email: ksmith@redmooracademy.org

Application Procedure

Applications should comprise of:

- A completed application form (found on our website)
- A letter addressed to the Principal indicating the reasons for applying for this post and how your training and experience is relevant.

Should you be invited for interview and have any particular requirements, please make these clear in your application.

Submitting Applications

Applications may be submitted by email to ksmith@redmooracademy.org or by post or in person for the attention of:

Miss K Smith, Redmoor Academy, Wykin Road, Hinckley, Leicestershire LE10 0EP.

Royal Mail – Postal Pricing System. Please ensure that postal applications carry the correct postage according to weight and measurement of the item, as items with insufficient postage will be held and delayed by the Royal Mail. Details of their pricing systems are available on www.royalmail.com or from a Post Office Branch.

Acknowledgement of Applications

Please note that we are unable to acknowledge postal applications. If you would like an acknowledgement please enclose a stamped addressed card or envelope, and place it at the front of your application. If you email your application you will receive an automated acknowledgement.

Shortlisting and Interviews

Shortlisting and interview arrangements are the responsibility of the recruiting department. Please contact Miss K Smith, email: ksmith@redmooracademy.org if you have a query after the closing date.

Outcome of Applications

Vacancies at the school often attract a large number of candidates and it is not always possible to respond individually to every application.

Job Description

Job Title: Cleaner

Grade: 2

Responsible to: Business Manager

**Key Relationships/
Liaison with:** Premises Staff

Job Purpose

- Will work with the direction and supervision of the premises department to assist with and maintain the cleaning of all areas of the school, this will be in accordance with school policies and procedures for 10 hours per week Monday to Friday 3.15pm to 5.15pm.

Duties and responsibilities specific to the post

- To carry out cleaning duties as required, including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
- Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should NEVER be mixed with other chemicals).
- To be responsible for the care of all cleaning equipment and materials assigned to them.
- Where practicable, ensure windows and doors are closed and locked when leaving rooms.
- Report to the Premises Officer any defects seen, likely to affect security, i.e. broken windows, window catches.
- To be aware of their responsibilities for the Health & Safety of themselves and others.
- Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn, e.g. slippers and flip flops are not acceptable as they may create a Health and Safety risk.
- Maintain good housekeeping, keep equipment clean and tidy and store in a clean and tidy area.

WHOLE SCHOOL RESPONSIBILITIES

- Support current policies and recognised good practice within the school.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, ideally one of which should be linked to the college improvement plan where possible
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health and Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Redmoor Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Person Specification

| | | ESSENTIAL | DESIRABLE |
|---|---|------------------------------|-----------|
| QUALIFICATIONS | <ul style="list-style-type: none"> Relevant Qualifications. | | ✓ |
| EXPERIENCE | <ul style="list-style-type: none"> Previous experience of cleaning schools. | | ✓ |
| KNOWLEDGE | <ul style="list-style-type: none"> Knowledge of child protection and Health and Safety procedures. Good knowledge of Health and Safety aspects particularly associated with materials and equipment. | ✓ | ✓ |
| GENERAL CIRCUMSTANCES | <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | ✓ | |
| SKILLS/ATTRIBUTES | <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. | ✓ ✓ ✓ ✓ | |
| PERSONAL QUALITIES <i>Ability to keep to deadlines and achieve targets</i> <i>Good analytical and planning skills</i> <i>Ability to work under pressure</i> <i>Enthusiasm and energy</i> <i>Sense of humour</i> | | | |

Desire to contribute to a forward-looking, innovative school

Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

- Motivation
- Ability to maintain appropriate relationships and personal boundaries
- Emotional resilience in working with challenging behaviour
- Effective use of authority and maintaining discipline

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.