

Cleaner – Droylsden Academy

Start Date: As soon as possible

Job Description



Great schools in which to learn, teach and belong.

The Trust Schools

Droylsden Academy

Droylsden Academy is an 11-16 Co-Educational School in Tameside, Greater Manchester. It is currently rated 'Good' by Ofsted (2022) and hosts 932 students, 55.5 FTE teachers and 58.5 FTE support staff. The school is over-subscribed, has an impressive modern building and is in a very strong financial position.



www.droylsdenacademy.com

Mossley Hollins High School

Mossley Hollins High School is an 11-16 Co-Educational School in Tameside, Greater Manchester. Mossley Hollins High School was recently inspected by Ofsted. At the time of advertising this role, the final inspection report is still being finalised. This is an exciting time for the school as the team builds on the many strengths highlighted within the report. We are committed to ensuring that our students, staff, parents and community benefit from all the school has to offer. Mossley Hollins hosts 889 students, 50.5 FTE teachers and 27.7 FTE support staff. One reason it has fewer support staff than the academy is that it is a PFI school, where facilities management and catering services are operated by the PFI provider. The school is over-subscribed, has an impressive modern building and is in a healthy financial position.

www.mossleyhollins.com



Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@droylsdenacademy.com

To apply for the role please complete the application form – available for download from our website and return it to hr@droylsdenacademy.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 29th January 2024

Closing date for Applications: 29th February 2024 at 12 noon

Interview Date: To be confirmed

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application, on this occasion has been unsuccessful.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

The Candidate Privacy Notice can be viewed on the website at: www.tret.org.uk/vacancies/droylsden-academy-vacancies/

The schools within the Tame River Educational Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description	
The Tame River Educational Trust and Droylsden Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Cleaner
Reporting to:	Cleaning Supervisor
Hours & Salary	The normal working hours shall be 12.5 hours a week, all year round, and such additional hours as are necessary for the proper performance of the duties required of this role. The salary for this position will be paid on the NJC Scale A point 2 (currently the full-time equivalent salary is £22,366, and will be pro-rated to reflect the term time only nature of the contract). The actual salary for this post will be £7.765.
Role Overview	<p>We are looking for a reliable, hardworking and dedicated Cleaner to join our team.</p> <p>As a Cleaner you will maintain a high standard of cleanliness around the Academy as well as ensuring the safety of the school environment.</p> <p>This is a physical role requiring periods of standing, walking, lifting, carrying, pushing, pulling and working in awkward positions.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
Child Protection and Safeguarding:	The Tame River Educational Trust and Droylsden Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Main duties and responsibilities:

As a cleaner, you are expected to:

1. Clean all designated areas following appropriate procedures
2. Use correct chemicals and cleaning materials as per instructions
3. Use and maintain all cleaning equipment reporting any faults appropriately
4. Ensure cleaning supplies and stocks are stored safely in a lockable area
5. Collect and prepare waste for collection and disposal
6. Replenish and replace consumables as required
7. Provide a safe and clean environment in accordance with health and safety requirements
8. Demonstrate and assist others in safe and effective use of specialist equipment and materials
9. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility
10. To work as part of a team and assist colleagues when required

As a member of staff, you are expected:

1. To safeguard all pupils, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere
2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy
3. To have a responsible and diplomatic approach to matters of a confidential nature
4. To ensure awareness of what is happening in and around the School; checking and responding, where necessary, to school emails regularly and at least once every school day
5. To develop self through CPD and improve IT skills, attending IT training courses in order to maximise effective use of all school systems
6. To undertake any other duties that might be reasonably requested, by the Head Teacher, Network Manager, or any other member of the leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.

Health and Safety:	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures.</p> <p>Droylsden Academy is a non-smoking site.</p>
---------------------------	---

General:	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>
-----------------	--

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Willingness to undertake training courses that are relevant to the post or are required for health and safety purposes 		<ul style="list-style-type: none"> • Production of the Applicant's original certificates
Experience	<ul style="list-style-type: none"> • Proven track record of successfully working as part of team • Experience of operating in a discreet and confidential environment • Experience of the use of safe working practices • Experience of following duty rotas 	<ul style="list-style-type: none"> • Experience of working within a school • Experience of working in a cleaning position 	<ul style="list-style-type: none"> • Contents of the application form. • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Physically able to undertake a range of manual cleaning duties • Ability to maintain high standards of cleanliness • Knowledge of Health and Safety practices • Excellent relationship builder- can build credibility and rapport with people at all levels • Ability to establish positive relationships with teaching and non-teaching staff and pupils • Ability to manage multiple tasks • Work flexibly and constructively as part of a team, understanding school roles and responsibilities • Ability to take personal responsibility for standard of work • Ability to work using own initiative 	<ul style="list-style-type: none"> • Up to date knowledge of child welfare issues • Up to date knowledge of health and safety, for example COSHH 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Interpersonal skills. Outstanding ‘people’ skills Demonstrable ability to listen, be inquisitive, build rapport and communicate persuasively with people of different backgrounds. • Communication. Ability to write and speak messages that are clear, accurate, convincing, and inspiring. An appreciation of how to use different media to best effect with different audiences. Ability to speak confidently in public at individual or group level • Creativity. The ability to adapt to new situations and address problems from new perspectives • Reliability. Attention to detail, deadlines, and budgets; persistence in following through multiple extended projects. • Willingness. To work flexible hours • Sense of humour 	<ul style="list-style-type: none"> • Interpersonal skills. Good all-round safety and cleaning practices 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
---	--	---	--

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of my job description.

I have read and understand the duties of my job.

I can fulfil the requirements of the role of Cleaner

Signed:

Date: