



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Cleaner

Recruitment Pack

St Mary's CE Primary School, Tetbury





Dear Applicant,

Thank you for your interest in a Cleaner position at St. Mary's CE Primary School, Tetbury, Gloucestershire.

We are delighted you are interested in this vacancy at our school and would be very pleased to answer any questions you may have.

St. Mary's is a two-form entry Church of England Primary School and is the only school serving the town of Tetbury. Situated in the heart of the town, we enjoy the full support of our community and families. We are a happy and thriving school and our pupils are eager to learn and full of fun and energy and our staff make up a friendly, supportive and welcoming team.

The closing date for completed applications is **28th November 2024**. Interviews dates are still to be confirmed.

This role is to start on 6th January 2024.

To submit your application please email the completed form to Helen Glover via sbm@st-marys.dgat.org.uk before the closing date.

Yours faithfully.

Mrs J Woolley
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

Cleaner

We are seeking a capable and enthusiastic Cleaner to clean and care for our school.

The successful candidate will work as part of a busy and friendly cleaning team, carrying out general cleaning duties of the school premises to a high standard. You will be responsible for ensuring our school is a clean, hygienic, and safe environment.

This is a physically demanding role and previous cleaning experience would be desirable, but is not essential.

The ideal candidate would be someone who:

- has previous cleaning experience;
- is able to undertake a physically demanding manual role;
- is hard working, enthusiastic and has attention to detail;
- is able to work independently but can also work as part of a team;
- has good communication skills;
- can handle confidential information with discretion;
- is able to support the Christian ethos of the school.

We can offer you:

- a role within a nurturing, caring and supporting school.
- a friendly and supportive staff team.
- a school which makes informed decisions supported by Christian values.
- a position within a thriving, forward thinking trust.
- professional development opportunities.
- employee wellbeing assistance.

This is a permanent position. The post is paid at Grade 2 – Point 2 annual salary £4,800. This is a part-time, permanent post for 8 hours a week, (2:30pm to 6:30pm on a Thursday and a Friday), during term time and 32 hours of holiday cleaning split between the Christmas, Easter and Summer holidays.

If you would like an informal conversation about the role please contact Mrs Glover on 01666 502275 or email admin@st-marys-tetbury.gloucs.sch.uk. Closing date for applications is 28th November 2024.



The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.



Job Description

- Job Title:** Cleaner
- Responsible to:** School Business Manager & Headteacher
- Line Management:** School Business Manager
- Contract Type:** Permanent

Overall Purpose of this post

To carry out cleaning duties within your specified zone to ensure the health, hygiene and safety of all staff and pupils and to provide a clean, organised learning environment for the pupils.

On a daily basis

Within your specified zone:

- Empty general waste and recycling bins.
- Clean sink areas and draining boards, wipe towel dispenser.
- Dust and clean window ledges, wooden areas, teachers and office furniture, computers and other equipment.
- Hoover all carpeted areas.
- Take chairs down from the tables and spray and clean tables.
- Wet mop all areas that are not carpeted.
- Clean and disinfect toilets.
- Fill towel dispensers, soap dispensers and toilet rolls where necessary (leaving a spare supply).

On a weekly basis

Within your specified zone:

- Polish wooden areas and furniture;
- Spray wipe marks from walls etc;
- Clean glass in internal doors and reception areas;

- Clean and disinfect telephones.

Holiday Deep Cleans

Within your specified zone:

- Clean tables and chairs
- Remove stubborn marks on walls and skirting boards
- Hoover behind furniture that can be moved
- Clean and polish all side units, furniture and shelving
- Undertake extra toilet cleaning
- Clean inside of windows

Other

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Take part in the school's Performance Management process.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.



Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Qualifications		
First aid training		X
Child protection training		X
Experience		
Cleaning experience		X
Working as part of a team		X
Personal Qualities		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Professional and honest	X	
Additional Requirements		
A DBS will be required prior to appointment	X	
Good health and attendance record	X	
Excellent and unequivocal references	X	

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary and one infant school within the Trust. Twenty-one of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR