



Moat Farm Junior School Cleaner Recruitment Pack



Where we prepare for tomorrow by achieving today.



Cleaner - Mornings
Grade 1 SCP2
Permanent - All year round
12.5 hours per week
Salary: £7556 per annum (actual Salary)

We are looking to recruit a reliable, committed, trustworthy and hardworking cleaner who will work under the direction and instruction of the Cleaning Supervisor, to under-take individually or as part of a team the cleaning of designated areas to ensure they are kept clean and in a hygienic condition. Please go to the school website for the full candidate pack.

<https://moatfarm-jun.sandwell.sch.uk/vacancies/>

Please email application to:

[Mrs A Scotney at contact@moatfarm-jun.sandwell.sch.uk](mailto:contact@moatfarm-jun.sandwell.sch.uk)

Closing date for applications: Friday 29th January 2024 at 9.00am

Interview date: Monday 5th February 2024

Please note only successful candidates will be contacted. All candidates are subject to safer recruitment procedures. NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.

Moat Farm is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.



ABOUT MOAT FARM JUNIOR

Moat Farm Junior School is a large 4 form entry primary school, with 480 pupils on roll between the ages of 7 and 11. We are a member school of Stour Vale Academy Trust. Our school is a caring and vibrant school where individuals feel happy, secure, challenged, and valued. We aim to make a difference by working in partnership with families and the community to cultivate a love of life and learning in all our children.

In our school, our Moat Farm values are at the centre of everything we plan and do with our children. This is evident throughout our school environment and the broad curriculum we expose them to. We pride ourselves on going above and beyond by providing children with inspiring opportunities to learn across the curriculum. We believe that our children will learn the most when they are challenged, engaged and excited about their learning. We do this by delivering lessons which will lay key foundations for later life. Our pupils are well behaved, friendly and learn within a supportive community.

Staff, children, parents and governors are all proud to be part of our school. We are committed to improving standards through promoting high expectations and seek to build on what we do well in our quest for continuous improvement. We are forward looking and thrive through collaboration and partnership, sharing with and learning from others.

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eight member schools, three primary, one junior and four secondary, with a further primary school and an infant school due to joining in 2024.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history, and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain



outward-looking, committed to learning from research and excellent practice across the education system.

OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

SVAT.ORG.UK



Job Description

Cleaner

Reports to:

Headteacher/Site Manager

General Responsibilities

A Cleaner is responsible to the Head Teacher and Board of Governors of the school for a wide range of cleaning duties and responsibilities which would normally include the follows:-

- Thoroughly cleaning areas to the required specification, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances which may be unsafe to staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment as instigated by your Supervisor.
- Working safely using correct warning signs and safety equipment, being mindful of hazards to staff and pupils. Compliance with Health & Safety practices of the School.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with Manufacturers' written instructions and that all chemicals are securely and safely stored when not in use.
- Emptying vacuum cleaner and buffer/vac bags when full. Cleaning and checking all equipment used after use; checking cables for wear and tear and storing in a suitable safe area. Notifying Supervisor of any faults found.
- Ensuring mops, cloths etc., are washed and left to dry as appropriate at the end of each cleaning session.
- Reporting any defective electrical sockets, lighting, vandalism etc., immediately to Supervisor.
- Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals, materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota for absent colleagues when required, which may involve some change in hours / time.
- Any other related duties as directed by your Supervisor.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all of the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are



commensurate with the post holder's level, whatever they may be, to achieve the objectives of Moat Farm Junior School.

Person Specification

Cleaner

| No | Categories | Essential | Desirable |
|--|---|-----------|-----------|
| QUALIFICATIONS | | | |
| 1. | No formal qualifications are necessary but candidates must have the skill level in reading, writing and numeracy to ensure competency and safety in the post. | ◆ | |
| 2. | Willing to undergo appropriate training. | ◆ | |
| EXPERIENCE | | | |
| 3. | 3-6 months previous experience of cleaning in a professional/work environment | ◆ | |
| 4. | Use of buffing and vacuuming equipment | ◆ | |
| ABILITIES, SKILLS & KNOWLEDGE | | | |
| 5. | Ability to understand and comply with work instructions (written and verbal) | ◆ | |
| 6. | Methodical approach to cleaning | | ◆ |
| 7. | Ability to follow manufacturer's instructions with regard to cleaning chemical usage. | ◆ | |
| 8. | Ability to relate well to children and adults (staff and visitors). | ◆ | |
| 9. | Ability to identify own training and development needs and cooperate with means to address these. | ◆ | |
| 10. | Capable to moderate physical activity – use of buffing and vacuuming equipment. | ◆ | |
| 11. | Ability to deal with all types of cleaning which may involve dealing with removal/cleaning up of bodily fluids (suitable protective clothing will be supplied.) | ◆ | |
| 12. | Willingness to undertake frequent safeguarding training to ensure we keep our students safe | ◆ | |



| PERSONAL QUALITIES | | | |
|--------------------|---|---|--|
| 13. | Enthusiasm and committed to the aims of their school. | ◆ | |
| 14. | A conscientious and flexible approach to work | ◆ | |