



# Grove School Cleaner

3.30pm – 6.00pm daily

12.5 hours per week

Grove School  
Dawson Road  
Handsworth  
Birmingham  
B21 9HB

Tel: 0121 464 4669

Email: [p.matty@grove.bham.sch.uk](mailto:p.matty@grove.bham.sch.uk)

1<sup>st</sup> December 2021

**Dear Applicant,**

Thank you for requesting information regarding the cleaners positions at Grove School. Enclosed is information about the vacancy.

Our parents and pupils provide excellent feedback on our school, they enjoy life at school and participate well in the wide range of extra curricular activities offered beyond the school day. Our vision is that all our children will achieve their highest potential whilst with us, through a well balanced curriculum, innovative teaching and all children engaging in higher order thinking. Our Grove school expectations are central to how we work together at Grove, as a community, through respect, caring, thoughtfulness, honesty and giving of our best we can achieve so much in school.

If you were appointed as a lunchtime supervisor at Grove, we would offer you:

- a creative working environment with experienced staff and excellent learning spaces, both indoors and outdoors;
- an opportunity to work with a skilled team staff;
- opportunities to engage in high quality professional development to develop and extend your skills;
- support from teachers, managers and leaders of our school.

The closing date for applications is **Wednesday 15<sup>th</sup> December 2021 at 12.00pm**

Application forms can be downloaded from the school website in the vacancies section:

[www.grove.bham.sch.uk](http://www.grove.bham.sch.uk)

Interviews will be held on Thursday 6<sup>th</sup> January 2022.

Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to provide evidence of the Right to Work in the United Kingdom. An enhanced DBS check is required for all successful applicants. Successful applicants will need to provide proof of qualifications; this will be the original copies of certificates.

I very much look forward to receiving your application.

Yours sincerely,

Grove School Cleaner

P Matty

Head teacher

Enclosed

1. Job Description
2. Person Specification

Grove School Cleaner



## **JOB DESCRIPTION**

**Job Title:** Cleaner

**Grade:** GR1

### **1.0 JOB PURPOSE:**

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1 To clean a specified area of the school to the required standard as instructed by the Supervisor
- 2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises
- 2.9 To report any damages to school property or other relevant matters to the Supervisor
- 2.10 To use power cleaning equipment as directed
- 2.11 To undertake relevant Non Routine cleaning as instructed by the Building Site Manager
- 2.12 To undertake any relevant training as required
- 2.13 To comply with the requirements of the health and safety at work regulations
- 2.14 To take reasonable care for the Health and Safety of themselves and for others
- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out

- 2.16** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17** To ensure all tasks are carried out with due regard to Health and Safety
- 2.18** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19** To adhere to the ethos of the school
  - 2.19.1** To promote the agreed vision and aims of the school
  - 2.19.2** To set an example of personal integrity and professionalism
  - 2.19.3** Attendance at appropriate staff meetings and parents evenings
- 2.20** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED:**

**3.1 Supervising Officer's Job Title:**  
Building site manager

**3.2 LEVEL OF SUPERVISION**

- 1. Left to work within established guidelines subject to scrutiny by Building Site Manager

### **PERSON SPECIFICATION**

**Job Title:** Cleaner

**Job No:**

**Grade:** GR1

**Division:**

**No of Post:**

**Section:**

#### **Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Relevant experience of cleaning	Experience with cleaning materials	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)		Skills at operating vacuums/buffer	AF/I
<b>TRAINING</b>	Willing to undertake appropriate training.		
<b>EDUCATION/ QUALIFICATIONS</b> <b>NB Full regard must be paid to overseas qualifications</b>			
<b>OTHER</b>	Enthusiastic, resourceful, team player, efficient		
<b>CONTRA INDICATION</b>	Unsatisfactory completion of a DBS check		AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY**