



Grove School

# Grove School Cleaner

3.30pm – 6.00pm daily

12.5 hours per week

Grove School  
Dawson Road  
Handsworth  
Birmingham  
B21 9HB

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2<sup>nd</sup> July 2024

**Dear Applicant,**

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

Grove is a good school. We were inspected in October 2023.

Here are headlines from our Ofsted report:

- Pupils feel exceptionally safe and well cared for in school because they are.
- The kindness that everyone shows to each other is evident in all aspects of school life.
- Pupils say, "Everyone is kind with their actions and words."
- Pupils get off to an excellent start with learning to read.
- The school's approach to pupils with SEND is impressive.
- All staff know the needs of SEND pupils exceptionally well. They do everything they can to ensure these are met.
- Pupils have a deep understanding of tolerance and respect.
- Pupils said, "All pupils and teachers respect each other here."
- Leaders at all levels, including governors, are inspiring.

We were particularly pleased that the inspection recognised the important role parents play. Inspectors found: '**The school's approach to how they work with parents and carers is a strength. Parents are overwhelmingly positive about the school. They recognise the quality of education, care and support the school provides. All staff are committed and proud members of the Grove family. This joined-up approach helps the school to be the happy, successful and warm place it is.'**

If you were appointed as a cleaner 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 17th July 2024 12.00pm**

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

Grove School Cleaner

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

Interviews will be held on **Tuesday 23th July 2024**

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.

An online search will also be carried out as part of due diligence on all short-listed candidates.

I very much look forward to receiving your application.

Yours sincerely,

J Baker

Head teacher

Enclosed

1. Job Description
2. Person Specification



## **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> NB Full regard must be paid to overseas qualifications			
<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**