



Waterloo
Primary Academy

RECRUITMENT INFORMATION
&
APPLICATION PACK

Cleaner
Waterloo Primary Academy



Zest
Academy
Trust

Cleaner

Dear Prospective Candidate,

Zest Academy Trust is seeking to appoint a committed cleaner, who has the experience to undertake cleaning duties, to maintain a high standard of cleanliness within Waterloo Primary Academy.

The successful candidate will have:

- experience of cleaning and using cleaning equipment
- basic numeracy and literacy skills

In return, we can offer you:

- a caring and safe school with a warm and nurturing ethos
- a dedicated and supportive Leadership Team
- friendly, supportive colleagues who work exceptionally hard
- happy and enthusiastic pupils, who are very proud of their school
- rich, high-quality professional development
- access to a bespoke wellbeing programme
- automatic enrolment to the LGPS (pension scheme)
- a skilled and enthusiastic Governing Body, who are dedicated in their support of the school

After reading the above, and looking at the job description provided, we hope that you are encouraged to apply.

Vacancy: Cleaner

Grade: B scp2-4

Salary: £23,656 - £24,404 FTE (actual salary £5713-£5894)

Hours: 10 hours per week

Working Pattern: Monday-Friday 4pm-6pm

Contract: Permanent

Required from: ASAP

Closing date: Monday 24th February 2025 (noon)

Shortlisting: Tuesday 25th February 2025

Interview: Tuesday 4th March 2025

How to Apply:

The job description, person specification and application form are available to download from the school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/> or alternatively, contact the school office on 01253 315370.

Please return your completed application form via email to: **Mrs Nicola Lea, Chief Operations Officer** HR@zestacademytrust.co.uk

If you have not been contacted within two weeks of the closing date, you can assume that, on this occasion, your application has been unsuccessful.

We look forward to receiving your application. If you have any questions regarding the post, please contact the Headteacher, Jenny Brown on 01253 315370.

Thank you for the interest you have shown in this vacancy.

The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.

*Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. **Please note, CVs are not accepted.***

Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection Policy for further details (located on our school website). <https://waterloo.zestacademytrust.co.uk/our-vacancies/>

Waterloo Primary Academy is part of **Zest Academy Trust** which promotes its own set of values which we believe in.

- ④ Zest will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources
- ④ Zest will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations
- ④ Zest values each member of the Zest learning community by trusting, supporting and treating each other with dignity and respect
- ④ Zest will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support
- ④ Zest will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care
- ④ Zest leaders and teachers will share expertise and experience within the Zest community and will collaboratively support professional development and build effective learning capacity
- ④ Zest will always challenge to improve



Job Description

Job title	Cleaner
Grade	B scp 2-4
Hours	10hours per week Monday – Friday 4pm-6pm
Weeks	Term time plus 2 week
Weeks per year payable	46.6weeks (paid in 12 equal payments) (40weeks worked, 6.6weeks paid holiday including bank holiday pro rota'd)
Reporting to	Cleaning Supervisor

Purpose of the Job

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Main Duties

- Undertake cleaning of allocated areas in line with specified standards and as directed
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
- Responsible for storing allocated equipment and materials safely and securely
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report problems with equipment and serious hazards to line manager immediately
- Handle cleaning materials in line with COSHH regulations
- Collect and dispose of waste
- Refill and replace soap, towels and other consumables.
- Adhere to safeguarding procedures

Individuals in this role may also:

- Undertake specialised cleaning programmes during school closures or other designated periods.
- Demonstrate cleaning duties to new or less experienced staff

Staff development

Participate in training, other learning activities and performance management, as may be reasonably directed

Quality assurance

Review one's practice to ensure that standards are maintained

Communications

- Maintain positive communications within the school

Corporate responsibility

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person/body
- Be aware of, and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Trust
- Ensure that positive professional behaviours are modelled at all times
- Appreciate and support the role of professionals and support staff.
- Attend and participate in relevant meetings as may be reasonably required.
- Actively promote the Trust's corporate policies.
- Comply with the Trust health and safety policy and to the overall ethos/work/aims of the school

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Other specific responsibilities

- Carry out the duties in the most effective, efficient, and economic manner
- To continue personal development in the relevant area
- To participate in the staff review, and appraisal process

General statement

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder, may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Approved date: 12th October 2023

