

Job Title	Cleaner	Job Category	Support
Grade & Salary Range	Grade A, Scale Point 1 (£9.25 per Hour, £17,842 FTE)	Hours of Work	20 Hours Per Week (10.00am - 2.00pm)
Location	George Pindar	Travel Required	None
Position Type	Permanent, Term Time Only	Line Manager	Site Services Manager
Date Posted	20th January 2021	Posting Expires	27th January 2021
Interviews to be held	To Be Confirmed	Start Date	February 2021

Application Process

Please complete an application form and submit a covering letter of no more than two sides of A4.

All candidates are advised to refer to the job description and person specification before making an application. Interviews will be held as soon as possible after the closing date.

Completed Applications are to be returned to

Name	Debbie Simpson
Email Address	d.simpson@gps.hlt.academy
Postal Address	George Pindar School, Moor Lane, Eastfield Scarborough, YO11 3LW

Hope Learning Trust York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check, medical clearance, satisfactory references and eligibility to work in the UK checks.

For any queries regarding the role, please contact the school directly or alternatively you can contact the Recruitment Team via recruitment@hlt.academy

Cleaner, Grade A, Scale Point 1, Term Time Only

£9.25 Per Hour, (£17,842.00 Full Time Equivalent Per Annum)

George Pindar School is an 11-16 secondary situated in Scarborough and we are a community school where our colleagues are #proudtobepindar. We are a school with low staff turnover, high staff morale and we are looking positively to the future.

On the 1 March 2019 we officially joined the Hope Learning Trust family of schools along with our fellow coastal partner Graham School. This is a positive step in our school improvement journey which sees us working collaboratively sharing best practice, developing our staff, developing advancements on teaching and learning and ensuring strong outcomes for our students.

We are proud to be an inclusive school with a healthy intake in Year 7 and we have the highest aspiration for our students to achieve their very best and grow both as individuals and as members of their community. The development of the whole child forms an integral part of our vision; we want the best for every student at George Pindar irrespective of their background. We value honesty, high expectations and aspirations, resilience and we work together as Team George Pindar.

Overview and career development recruitment incentives:

- An opportunity to join the Team at George Pindar School and work closely with your fellow colleagues at Graham School.
- Friendly and caring schools where all stakeholders work together for the benefit of the children
- A high level of support from staff and colleagues with the Hope Learning Trust
- Motivated, dedicated staff and a committed, active and supportive Senior Leadership Team
- Improving schools which support pupils to aspire to the very best, with a broad and balanced curriculum offer, collaborative learning and a wide range of extra-curricular activities
- A commitment to professional development and advancement opportunities within a growing MAT.

Job Details

All posts at George Pindar School involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Principal as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Lesley Welsh
Principal



Job Description

Job Title	Cleaner
Grade	A
Responsible To	Site Supervisor / Site Manager
Staff Manage	None
Job Family	Site Team
Job Purpose:	To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.
Job Context:	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school.</p> <p>The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p>
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements. • Duties will include (but not exhaustive): • General dusting of furniture, fixings and fittings • Dust control mopping/sweeping of floors • Vacuuming floors • Cleaning and polishing floors using electrical buffing machine • Damp/wet mopping of floors • Polishing furniture, cleaning internal glass • Cleaning of sanitary fittings • To use cleaning materials as instructed • Specialist cleaning (e.g. stripping & sealing of floors) • Emptying of waste paper bins • Wiping surfaces, fixtures and fittings & paintwork • Ad-hoc litter picking duties
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Resource Management	<ul style="list-style-type: none"> • To participate in the training and development and performance management processes within the school • Store cleaning equipment and products safely and securely
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

	<ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Cleaner	
Grade	A	
Responsible To	Site Supervisor / Site Manager	
Staff Manage	None	
Job Family	Site Team	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> • Awareness of Health & Safety 	<ul style="list-style-type: none"> • Ability to use floor machines 	
Experience		
<ul style="list-style-type: none"> • Experience of undertaking general cleaning duties 	<ul style="list-style-type: none"> • Experience of working as part of a team • Experience of working in the cleaning industry 	
Occupational Skills		
<ul style="list-style-type: none"> • Able to work with minimum supervision. • Self-motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills 		
Other Requirements		
<ul style="list-style-type: none"> • Ability to carry out general cleaning duties as detailed in the Job Description • Enhanced DBS clearance 		

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

Thrive

We are committed to empowering our workforce to flourish and thrive, enabling us to transform both the schools and the lives of the young people we serve.

Growing together is at the heart of our development. We are committed to continual personal development – for ourselves and on behalf of others. All of us are learners.

Partnership working within and outside our Trust enables the sharing of best practice and supports the wider education community. At Hope we are committed to working collaboratively with high quality local, regional and national providers. We are proud to be an outward facing educational trust.

As Learners

We work with trust schools in aiming to create a culture of excellence, by being relentless in providing the very best for our children and students. We believe that given the right support, in the right environment, all young people can thrive and make excellent progress. For us, what matters most is the distance travelled, not where the children end up.

As Creative Individuals

First and foremost, our schools are places of learning, but we strongly believe that we succeed together by treating each young person as a creative individual, nurturing their interests and rejoicing in their passion. We understand that no two young people are the same, so we provide opportunities to allow our students to explore all aspects of being unique.

By encouraging creativity and expression in all its forms, our young people develop not just academically, but as a whole.

As Caring and Engaged Citizens

As Church of England and community schools we are particularly committed to motivating our young people from an early age, to become active, caring and engaged members of the community.

The Trust works with the Archbishop of York's Youth Trust to deliver the Young Leaders Award programme at Key Stages 2, 3 & 4. We are advocates for this scheme which empowers young people to make a difference in their local community whilst growing in key leadership skills.

As Spiritual Beings

Our history dates back to 1812 when church schools were founded across England. Being a Church of England multi-academy trust today embodies this 200-year legacy of the first church schools. This distinctiveness is central to everything we do and the values of those early church schools, based around inclusion, community and service are visible across the Trust today.

As Professionals

We want every young person to experience great teaching and get the support they need throughout their time at school. We value our staff immensely and are committed to initial teacher training, professional development and leadership development. As a Trust we are there to challenge but most importantly support each other. No one should feel isolated and on their own.

Benefits of working at HOPE

Continuing Professional Development (CPD)

Hope Learning Trust, York is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From NQT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the Hope team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of HOPE MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) HOPE MAT also pays into the scheme on your behalf.

For more information please visit: www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and HOPE MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk



The Hope Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.

