



Gillibrand Primary School

Cleaner Application Pack





GILLIBRAND
Primary School
Grosvenor Road, Chorley PR7 2PJ
Tel: 01257 274983
Headteacher: Mrs H Clark

December 2024

Dear Candidate

May I take this opportunity to introduce you to Gillibrand Primary School, a happy, thriving and forward-thinking school, with 209 pupils on roll. We pride ourselves on being a fully inclusive school with strong community links. At Gillibrand we have a strong vision and values that is over arched by the line 'We nurture children's dreams'. Gillibrand has recently become the part of the Aspirational Futures MAT. Through collaboration with other AFMAT schools we will continue in our of journey of high standards, high expectations, and high status.

Yours faithfully,

A handwritten signature in black ink that reads "H Clark".

Mrs Hannah Clark
Headteacher

Dear candidate,

Thank you for showing an interest in this vacancy at Gillibrand Primary School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands High School is the founder school in our trust, which opened in February 2023, and now comprises of Gillibrand Primary School, Balshaw Lane Primary School, Highfield Primary School and Walton-Le-Dale High School. As a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes wellbeing initiatives
- access to UK Healthcare (<https://www.ukhealthcare.org/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- excellent relationships between the Trade Unions and the trust schools

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,



Steve Mitchell
Chief Executive Officer

Vacancy Information

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|-----------------------|--|
| The Post; | Cleaner |
| Location; | Gillibrand Primary School, Chorley. |
| Salary; | NJC Scale 3 Point 3/4. £8886.41 |
| Hours; | 3pm – 6pm Monday to Friday |
| Contract type; | Permanent (subject to completion of a probationary period) |
| Advert Closes; | 12 noon 10 th January 2025 |
| Interviews; | w/c 13 th January 2025 |
| Start date; | As soon as possible |

| Grade Profile – Cleaner (Grade 3 SCP 3) | |
|---|---|
| POST TITLE: | Cleaner |
| GRADE: | Grade 3 SCP 3/4 |
| LOCATION: | Gillibrand Primary School |
| RESPONSIBLE TO: | Headteacher / Chief Operations Officer (COO) |
| STAFF RESPONSIBLE FOR: | None |
| JOB PURPOSE: | The main objectives to be achieved by the Postholder |
| Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. | |
| MAIN ACTIVITIES | What the Postholder will actually do What prescribed duties the postholder will have |
| <u>Cleaning</u> <ul style="list-style-type: none"> • Cleaning including closure cleaning during the summer break • Sweeping, vacuum cleaning and mopping of floors; • Emptying litter bins; • Polishing and dusting of surfaces and fixtures and fittings; • Cleaning toilets including replenishment of paper towels, toilet rolls and other disposables; • Using appropriate powered equipment e.g. floor buffer; Training will be provided • To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff; • To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc; • To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc; • To undertake training in the correct use of cleaning equipment as appropriate; • Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc. | |
| <u>General</u> <ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures; • To participate in the School's appraisal scheme where appropriate; • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. | |
| Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time. | |

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification Form

| Post title: Cleaner | Grade: Grade 3 SCP 3/4 | |
|---|---|---|
| Directorate: Aspirational Futures Multi Academy Trust | Post number: | |
| Establishment or team: Gillibrand Primary School | | |
| Requirements (based on the job description) | Essential (E) or desirable (D) | To be identified by: application form (AF), interview (I), Reference (R), or other (give details) |
| Experience | | |
| Experience of working as a cleaner D A/I | D A/I | D A/I |
| Experience of using powered equipment (e.g. floor buffer) | D A/I | D A/I |
| Knowledge, skills and abilities | | |
| Ability to work as part of a team and independently | E | AF/I/R |
| Flexible attitude to work | E | AF/I/R |
| Ability to work in an organised and methodical way | D | AF/I/R |
| Awareness of Health & Safety issues | D | AF/I/R |
| Awareness of CoSHH | D | AF/I/R |
| Good interpersonal skills | E | AF/I/R |
| Positive approach to customer care and service delivery | E | AF/I/R |
| Commitment to undertaking relevant training and development | E | AF/I/R |
| Other (including special requirements) | | |
| 1. Commitment to safeguarding and protecting the welfare of children and young people | E | AF/I/R |
| 2. Commitment to equality and diversity | E | AF/I/R |
| 3. Commitment to health and safety | E | AF/I/R |
| 4. Willingness to work occasionally outside of contracted hours (e.g Parents evenings, lettings etc) | D | AF/I/R |
| 5. Satisfactory attendance record/commitment to regular attendance at work | E | R |
| Note: We will always consider your references and conduct checks before confirming a job offer in writing. | | |