



**Moss Side
Primary School**

School Cleaning Vacancy x 2

Moss Side Primary School in Leyland prides itself upon employing committed, caring and enthusiastic staff.

We are seeking to appoint two cleaners to support our current team, 8 hours 45 minutes a week for each role.

We seek to appoint somebody who is hard working and committed, with the ability to work alongside our current team and ensure that the school premises is kept clean. You will also be a key holder, locking the premises each night.

The post is for one hour 45 minutes per day, after the school day has finished (approximately 4.15-6.00 but maybe flexible to suit the appointed person). Flexibility will be needed for school events such as parents evening and deep cleaning hours may be available in the school holidays. **Monday-Friday (term-time only, plus one week)**

Application Deadline: **Friday 25th April at mid day.**

Start date: ASAP

For any further enquiries, please contact Mrs Sudworth via bursar@mosside.lancs.sch.uk or 01772 432048.

Attendance Policy Statement

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our policies are available via the school website.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

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. Our policy is available via the school website.

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.

Online searches

As part of the school's due diligence, the school will also be conducting an online search on any shortlisted candidates. This is so that we can identify any relevant safeguarding incidents or issues that have occurred and are publicly available online. Any relevant information found as a result of such searches will be explored with you at interview.

Disclosure and Barring Service (DBS) and Self-Declaration Form

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are successful, we will be undertaking a Disclosure and Barring Service check on you. This is an on-line check and access to the system will be provided to you should you be the selected candidate.