



Lord Grey Academy

Aspire, Learn, Achieve



INFORMATION FOR CANDIDATES

2018-2019

CLEANER

**Between 3.15pm – 6.15pm
10-15 hours per week**

“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



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School Motto

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Our Aims

Lord Grey Academy expects you to:

- Achieve your personal best
- Contribute and enjoy
- Value and understand yourself and others
- Embrace opportunities
- Learn from mistakes
- Develop confidence
- Respect our core values:
 - Be resilient, independent and hardworking;
 - Be kind, caring and positive;
 - Be ambitious, aspirational and determined;
 - Be respectful, helpful and honest.

Lord Grey Academy Mission Statement

‘Lord Grey Academy is a future-driven, aspirational and inclusive school offering all learners outstanding social and academic opportunities. Our international, national and local community links promote the development of fulfilled and successful young people. We aim to maximise learner potential to the highest academic levels and to encourage a love of learning that will last a lifetime. We are a high achieving school with an ambition to become an outstanding first choice local school’.

Lord Grey is a “good school”, Ofsted, July 2014



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Welcome from the Principal

Dear Prospective Applicant/Candidate,

Thank you so much for considering applying to Lord Grey Academy in Bletchley. We are a learning community of approximately 1490 students and over 150 staff. Lord Grey is totally committed to school improvement and developing the life chances of the young people in our care. We are a very inclusive and caring school, with high aspirations.

As the Principal, I am very proud to be the leader of such a dynamic and vibrant school. This is an Academy that is really 'on the up'. We are an oversubscribed school and have excellent links with our local feeder schools within the Bletchley Partnership. We believe in working in close partnership with parents, other local schools and colleges, the Local Authority and local community groups. We are part of TOVE Learning Trust, as part of their Multi Academy Trust, and we are excited to be in this family of likeminded schools.

We believe in treating every student as an individual and our students are wonderful to work with; they are respectful, polite and engaging. The academy believes in praising young people and celebrating the success of those who do well; we have a clear rewards and consequences system and a good vertical pastoral system led by Heads of House, to support learners and staff.

We have a good Sixth Form and we offer a wide range of Post-16 courses at Level 2 and Level 3; we are constantly striving to offer curriculum diversity and to widen our Post-16 offer. Ofsted 2014, recognised the Sixth Form as a real area of strength in the academy and value added outcomes have been consistently positive since.

The academy has an excellent programme of staff CPD and we have an outstanding track record in supporting staff in career development and training. We hold the prestigious Institute of Education Gold Award for professional development. The large staff are very welcoming and everyone who works here values the support and friendship that they are offered.

At Lord Grey Academy we understand the importance of a sustainable work-life balance and are committed to a rolling review of processes and practices to ensure that they do not get in the way of effective planning for great teaching and learning.

Faculty meeting time and CPD programmes encourage and facilitate collaborative planning in order to develop great strategies and resources whilst alleviating workload pressures. CPD provision is varied and tailored to teachers' skills and ambition. For colleagues interested in research-led, enquiry based CPD our CPD programme can offer opportunities to work as a research lead or take part in action research projects in a specific area of interest.



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Leadership at all levels is encouraged and an in-house leadership development programme is attended by all middle leaders. Middle leaders are also encouraged to seek external accreditation through NPQML and NPQSL programmes as appropriate.

As part of a newly enlarged Multi Academy Trust, there are exciting career opportunities for committed and ambitious individuals who are looking for a long term career within one organisation.

The academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was discovered – this site of historical importance and tourist attraction is just a few minutes' walk from the school. Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.

Having read all of this, if you are interested in making an application, we would be delighted to hear from you. Come and join us on our journey of school improvement! Lord Grey Academy is a school that is really working hard to be a truly great place of learning.

Mr Jim Parker
Principal



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Advertisement

LORD GREY ACADEMY

CLEANERS

Between 3.15pm – 6.15pm
10-15 hours per week

Tove Learning Trust - Band B – Point 6 £8.50 per hour
43 weeks per year
Term time, plus training days
plus 4 extra weeks during the holiday period

We are seeking to appoint a cleaner to undertake as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition.

Key requirements for this role are:-

- Reliability
- Working well within a team
- Flexibility, willingness and adaptability to meet school needs to ensure the whole site is cleaned
- Experience of a similar cleaning environment desirable

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Your completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Wednesday 23rd January 2019.

Only successfully short listed candidates will be contacted.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



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JOB DESCRIPTION

POST TITLE: CLEANER
RESPONSIBLE TO: CLEANING SUPERVISOR

JOB PURPOSE

To keep the school clean to an acceptable standard.

PRINCIPAL ACCOUNTABILITIES

- To observe all school policies, procedures and working practices
- To strive towards continuous improvement and to foster an enterprising culture
- To undertake any other duties which are reasonable within the scope and grade of the post
- To ensure the effective implementation of the school's Equalities Policy
- To contribute towards the delivery of high quality education for all students
- To work strategically and specifically towards the five outcomes in Every Child Matters
- To ensure that the buildings are cleaned in accordance with the approved specification and adhering to health and safety regulations as laid down in school policies
- Duties will include:-
- To carry out the cleaning duties as allocated
- To be aware of the agreed cleaning schedule and follow as directed by the supervisor
- To respond to requests and rectify issues outlined by the supervisor or Site Manager
- To undertake training on equipment and products as and when requested.
- To carry out the cleaning duties using methods and products as detailed by the supervisor (to include stripping and buffing floors where applicable). Training will be given as and when required
- To undertake periodic cleaning as and when requested on the days and times requested
- To undertake normal cleaning duties at times other than normal working hours as and when requested e.g. before school commences following a parents evening when normal duties were unable to be undertaken
- To observe the school's health and safety policy first aid and emergency procedures, copies of which are to be found in the staffroom
- To ensure that the protective clothing supplied and cleaning equipment provided are maintained in a clean and presentable appearance
- To report all accidents to the supervisor
- To report faulty equipment to the supervisor immediately it is noticed
- To inform the supervisor when cleaning materials are getting low. Sufficient notice should be given to enable the supervisor to get new supplies in adequate time
- To give the school as much notice as possible in the event of absence
- To cover for absenteeism by undertaking a basic clean as directed by the supervisor.



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- To commence work at the time agreed and not leave early unless with the direct permission of the supervisor.
- To observe the health and safety regulations i.e. not bringing your own children to work with you.
- To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy
- To comply with any other reasonable requests from the Headteacher when there are exceptional circumstances
- To undertake such duties as may from time to time be reasonably assigned by the Headteacher
- The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed
- This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. Staff are expected to carry out any reasonable instruction given by the Headteacher or other such authorised person as to allow for the effective running of the school. This job profile does not form part of your contract of employment.

Schedule of Cleaning

Every Day

-
- Floors swept
- Bins emptied
- Carpets vacuumed
- Uncarpeted floors mopped (excluding staircases)
- Toilet floors mopped
- Toilets cleaned including seats
- Toilet walls/paintwork washed
- Sinks, hand basins, drinking fountains cleaned
- Toilet fixtures and fittings cleaned
- Adjustment of furniture
- Toilet barrier matting cleaned.

Three Times a Week

-
- Staircase floors mopped
- Desks/Tables/Working Surfaces wiped
- Technology equipment dusted (including office and classroom computers)
- Mirrors including mirrors in toilet areas
- Glazed doors/partitions/view panels.

Twice a Week

- Specialist floors buffed.



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Once a Week

- Window sills and side work surfaces wiped
- Classroom fixtures and fittings cleaned
- Classroom walls and paintwork
- Barrier matting/mat wells cleaned
- Library bookcases
- Gymnastic equipment (halls)
- Fabric chairs (staffroom, offices, entrance foyers etc)
- Descaling of toilet sanitary ware.



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PERSON SPECIFICATION		
CLEANER		
CRITERIA		E/D
EXPERIENCE/ KNOWLEDGE	Previous cleaning experience	D
TECHNICAL JOB RELATED SKILLS	Able to undertake routine cleaning tasks to a specific standard	E
	Experience of working to cleaning schedules	D
PERSONAL JOB RELATED SKILLS	Physically fit	E
	Commitment to quality customer service	E
	Responsible and flexible	E
OTHER REQUIREMENTS	Willingness to be flexible with working hours to respond to Lord Grey's needs	E
	Flexibility, willingness and adaptability to meet school needs to ensure the whole site is cleaned	E
	Demonstrates an awareness/ understanding of the importance of equal opportunities	E
	Able to lift and move equipment	E

Signature _____ Date _____