



# Recruitment Pack

Fitzwilliam Primary School  
Cleaning Assistant





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Eight of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk).

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk).





Our Trust is made up of nine primary academies, all within the Wakefield District.





# At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

## Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

## Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

## Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

## Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



# Job Description

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## Post Title:

Cleaning Assistant

## Grade:

Grade 2

## Employee Benefits:

At IPMAT we value our people and the work they do to achieve the best outcomes of our children and in recognition of this we offer the following benefits to all our employees: Cycle to Work Scheme\*, Salary Sacrifice Tech Scheme\*, retail loyalty scheme earning up to 15% cash back and discounted gift cards saving up to 10% on of the upfront cost of a wide range of big brands. (\* restrictions apply to ensure NMW earnings are maintained)

## Reporting to:

The Premises Supervisor

## Purpose of Job:

- General cleaning to include, buffing, vacuuming, dusting, emptying bins, the polishing of surfaces, wet and dry mopping of areas required.
- Responsible for operating cleaning equipment and using the materials that you have been trained to use in accordance with Health and Safety requirements.
- Ability to complete all tasks to an agreed standard/quality and will demonstrate a flexible attitude to perform a variety of tasks upon request.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.

# Requirement for the post

	Essential	Desirable
<b>Qualifications /Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake induction training</li> </ul>	<ul style="list-style-type: none"> <li>Support Work in Schools (S.W.I.S.) Level 2</li> <li>Numeracy / Literacy (Level 2)</li> <li>Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</li> <li>Willingness to gain knowledge of health and safety procedures and precautions</li> <li>Willingness to gain awareness of COSHH regulations</li> <li>Willingness to gain awareness of health and hygiene procedures</li> <li>Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff)*</li> <li>Willingness to participate in development and training opportunities</li> <li>Team player</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>General cleaning work</li> </ul>	
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>Use of relevant equipment/resources</li> <li>Level of physical fitness to carry out cleaning duties for a prolonged period including bending, walking, pushing, lifting and handling equipment</li> <li>Physically able to use cleaning chemicals.</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>Ability to work on own or as part of a team</li> <li>Ability to relate well to children and adults</li> <li>Willingness to use relevant equipment</li> </ul>	

# Responsibilities & Accountabilities

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The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

## Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

## Waste

- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins

## TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Monitor and record

## TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to (a Senior Officer)
- Operate everyday equipment in accordance with instructions

# Responsibilities

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- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- Understand and comply with relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Any other cleaning tasks which may be outlined in the work schedule



## People and Budgets

None

## Physical Resources:

Take good care of cleaning equipment.

## Customers and Clients:

Pupils and Academy staff, visitors, parents, delivery people, contractors, environmental health officers.

## Working Conditions:

- Requires flexibility.
- The role requires regular manual handling of equipment & heavy items such as buffer, Hoover.
- The nature of the role is that the post holder will be on their feet/walking for the duration of their shift and must be able to bend down to clean hard to reach places.
- All cleaning areas in the academy require the use of cleaning chemicals and buffer or Hoover.

### **Employment checks required of this post:**

- Evidence of entitlement to work in the UK
  - Two satisfactory references
  - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
  - Online search