

School Cleaner

Candidate Information Pack

St Andrews CE Primary School



About Liverpool Diocesan Schools Trust

We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

We are a fully inclusive organisation and welcome applications from those of all faiths and none. We also encourage applications from individuals from minority communities.

About St Andrews CE Primary



Together in God's love we learn, inspire and grow.

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St Andrews CE Primary is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in May 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 OFSTED where we were rated as Good.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; St Andrews Church and Chapel and local outdoor areas. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight in to what makes us a truly successful and happy school.

Job Description

Title: Cleaner (Temporary)
 Salary: (A Grade) £6686.38 Per Annum
 Hours: 15 hours per week Term Time plus 2 weeks
 Accountable to: Headteacher and School Business Manager
 Location: **St Andrews CE Primary School, Deyes Lane, L31 6DE**

Main Purpose:

To keep the school clean and tidy. Reporting to Cleaning Supervisor and following all health and safety guidance.

Main Duties: Cleaning all surfaces, fixtures and fittings and toilets. Clean and maintain waste bins.

Personal Attributes: Dedicated, reliable, conscientious.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Job Description

Tasks – Operational
Cleaning <ul style="list-style-type: none"> • Clean all surfaces, fixtures, and fittings. • Clean floors, walls, partitions and internal woodwork as appropriate • Operate cleaning machinery in cleaning soft and hard surfaces, eg, Vacuums and polishers. • Cleaning of door plates and other surfaces • Clean toilets • Clean equipment after use • Undertake special cleaning programmes during school closure times. • Spot cleaning of spillages as required. • Clean and maintain waste bins.
Tasks – Resources <ul style="list-style-type: none"> • Refill and replace consumables.

<ul style="list-style-type: none"> • Report faulty equipment and other maintenance requirements to the appropriate person. • Maintain the security of the school by securing entrances/exits as appropriate and reporting potential security breaches. • Ensure lights and other equipment are switched off as appropriate.
Responsibilities <ul style="list-style-type: none"> • Be aware and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to the appropriate person. • Contribute to the overall ethos/work/aims of the school. • Attend relevant meetings and training as required. • 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 all pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.
Experience <ul style="list-style-type: none"> • General cleaning work
Qualifications/Training <ul style="list-style-type: none"> • Willingness to undertake Induction Training. • Willingness to undertake health and safety/COSHH training
Knowledge/Skills <ul style="list-style-type: none"> • Willingness to use relevant equipment. • Ability to relate well to adults and children. • Ability to work well on own and as part of a team. • Willingness to gain knowledge of health and safety procedures, COSHH Regulations, Health and hygiene procedures.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

Person Specification (E- Essential D- Desirable)

	Essential	Desirable
Qualifications and Experience		<ul style="list-style-type: none"> • Experience of professional cleaning.
Skills, Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to prioritise work • Ability to manage time effectively 	
Professional Values and Practice	<ul style="list-style-type: none"> • An understanding of and commitment to equality of opportunity Ability to communicate with a wide range of people • Initiative and the ability to work without supervision. • Work as part of a team • Be flexible to changing demand of the post • Take pride in a job well done • Team player and reliable • High standards of cleanliness • Dedicated, Reliable and Concise 	<ul style="list-style-type: none"> • Positive outlook • Good sense of humour.

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email holly.prince@ldst.org.uk or contact the office on 0151 526 1378

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 6th February 2023

Interview Date: Week commencing 6th February 2023

Start Date of Post: As soon as possible

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen