



Transforming Lives

EDUCATIONAL TRUST

**Cleaner  
Ashlawn School**

**Recruitment Pack January 2022**

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## About the Role

Thank you for your interest in the position of Cleaner at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

### So, who are we looking for?

Thank you for your interest in the position of Cleaning Supervisor at Ashlawn School. Transforming Lives Educational Trust wishes to appoint two permanent, reliable, efficient and friendly cleaners to join our Ashlawn School cleaning teams.

Ideally you will have management and cleaning experience and knowledge of COSHH. However, training for cleaning and COSHH will be available.

Applicants must be able to work alone and as part of a team.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

This is an opportunity to join our dynamic cleaning team. Working as part of a team this role holds a crucial role within our school, keeping our students learning environments clean so they can flourish.

### JOB SPECIFICS:

**We are able to offer great flexibility with this role. You will be able to work hours which suit you (preferably in at least a 3 hour time block). This can be discussed at the interview stage.**

Hourly rate:	NJC01 £9.25 – NJC02 £9.43
Hours:	Flexible
Work pattern:	Monday to Friday, morning and afternoon shifts available
Working weeks:	Flexible

### Why work for Ashlawn School?

- A large, outstanding bi-lateral school committed to supporting all members of the school community to succeed
- Ashlawn is an oversubscribed, outstanding school, well respected within the local community and rated as in the top 15% of schools nationally by the Real Schools Guide
- You'll be working within a community of passionate, committed colleagues who genuinely support each other A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, including ResearchEd, planned by Ashlawn staff and held at Rugby School, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

### What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.



## How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.



## Job Description

<b>Location:</b>	Ashlawn School
<b>Job Title:</b>	School Cleaner
<b>Salary:</b>	NJC 01 - NJC 02 Hourly rate: £9.25 - £9.43 (Full time equivalent £17,842.00 - £18,198.00)
<b>Contract:</b>	Support staff terms and conditions
<b>Start date:</b>	ASAP
<b>Responsible to:</b>	Site Service Officer/ Principal
<b>Key relationships:</b>	Students and staff at Ashlawn School
<b>Job purpose:</b>	To clean specified areas within the school in accordance with the school's standards. Work is undertaken under the guidance of the Site Service Officer and Principal

### MAIN ROLE AND RESPONSIBILITIES:

- Undertake day to day duties associated with the environment, including cleaning WC facilities, wiping down worktop surfaces and chairs, vacuuming, tidying, sweeping, mopping, dusting, polishing.
- Empty bins and dispose of rubbish
- Clean inside windows and mirrors
- Use of buffer
- Undertake routine maintenance of equipment (e.g. vacuum bags)
- Ensure safe and effective use and storage of all equipment
- Ensure compliance with Health and Safety at Work regulations and COSHH guidelines
- Draw to Site Service Officer's attention any problems / issues which may affect the safety or security of the school or its users.
- Be proactive in identifying areas that are not up to the required standards and act upon your findings
- To be flexible, to cover colleagues' areas in times of absence.

**To have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.**

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



## Person Specification

<b>Job Title:</b>	School Cleaner
<b>Reports to:</b>	Site Service Officer / Principal

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	<p>Good verbal communication skills</p> <p>Ability to work in a team work Use of initiative</p> <p>As an effective member of the team you will be focused with a can-do attitude</p> <p>To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</p>	<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p>
<b>Personal Qualities</b>	<p>Flexible</p> <p>Reliable Enthusiasm</p> <p>Self-motivation</p> <p>Professional</p> <p>Confident</p>	

**All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).**