



**Cleaning Assistant**  
**(part time - AM shifts)**

**ASAP start**

**Alcester Grammar School**

## Welcome from the Principal



I am very proud to be the principal of this wonderful school. We are one of the country's highest performing state schools, and we pride ourselves on being an uplifting place to work and study, and a community where everybody is happy and valued.

Staff who work here have been heard to say it is the best job they have ever had and many choose to remain with us for a long time. If you do join us you will be part of a like minded community who enjoy their roles and obtain a great deal of job satisfaction.

I can safely say that working here is a huge amount of fun. Our students are well behaved, there is virtually no poor behaviour or disruption in lessons or around the school premises and the children exhibit a voracious appetite for learning.

We are located in a highly convenient location in South Warwickshire, just over half an hour's drive from Birmingham and easily commutable from Worcester, Stratford, Coventry, Warwick or Cheltenham. We are fortunate to be in a beautiful part of the country with superb amenities and eminently affordable housing, including plenty of good quality new build housing nearby. Anybody joining us is likely to see not just a significant increase in the quality of their professional life, but a commensurate increase in the quality of life outside of school.

I look forward to receiving your application and meeting you soon.

**Rachel Thorpe**  
Principal



# Part Time Cleaning Assistant

## About Alcester Grammar School

AGS is a forward-looking, selective state school with academy status and an outstanding record of promoting high achievement. Whilst we have achieved outstanding judgements in our last four Ofsted inspections, we regularly analyse our performance and seek new ways to enhance learning opportunities for our students.

We are selective at 11-16 but we offer wider access to post-16 students. We have over 1,300 students on roll, including nearly 600 in the sixth form.

A major strength of our school is our pastoral support structure. Behaviour and attendance are excellent at AGS and our students are highly motivated, keen and enthusiastic. They are warm, welcoming and have a good working relationship with staff, which is built on mutual trust and respect.

AGS is an exciting place to work. We have a large number of support staff who work alongside teachers and there are many opportunities to develop their skills and careers through research projects, working with trainee teachers, participation in school development groups and working with staff from other schools, locally, nationally and internationally. Staff have high standards; both of themselves and our students.

## Pay and Conditions

Responsible to: Cleaning Supervisor

Start date: ASAP | subject to reference and DBS clearance

Hours required: 15 hours per week, Monday to Friday from 5:30am to 8:30am (3 hours per day)

Working pattern: 39 weeks per year | Term time (38 weeks) plus 5 days in school holidays (the last 5 days of the school summer holidays) | 44.5 paid weeks per year

Salary: NJC Band A, spinal point 01 | £6,342.89 per annum (currently £9.50 per hour), based on a full-time equivalent of £18,333 per annum, plus local government pension scheme

### Site Team Structure

Site Manager: Mr Mark Newbury

Property Maintenance staff x 3

Cleaning Assistants x 11

## Job Purpose

- To clean a specific area within the school in accordance with school standards
- Work is undertaken under the guidance of the Cleaning Supervisor and / or Site Manager
- High standards of cleaning and safe working practices
- To safeguard the welfare of children you encounter, adhering to all specified procedures
- To work with colleagues contributing to Academy improvements

# Part Time Cleaning Assistant

## Job Description - Key Responsibilities

- Cleaning of toilets, bowls, sinks and basins
- Wipe down desks and chairs
- Vacuum and tidy classrooms
- Wash Worktops and / or tables
- Clean internal glazing (windows & doors)
- Dust and polish designated areas
- Moving furniture and equipment to assist cleaning
- Use Buffer on hard floors
- Undertake basic routine maintenance of equipment (e.g. change vacuum bags)
- Empty bins and dispose of rubbish
- Ensure safe and effective use and storage of all equipment
- This is not an exhaustive list & other relevant tasks will be required to be performed.
- Be aware of and follow Health and Safety at work Regulations and COSHH guidelines
- Follow school procedures for signing in / out for each shift
- Draw to the Cleaning Supervisor / Site Manager's attention, at the earliest opportunity, any problems or issues which may affect the safety or security of the school or its users
- Participate, as requested, in training or demonstration sessions to develop skills or knowledge as appropriate
- Assist the Cleaning Supervisor and other cleaning team colleagues where necessary to provide support or cover of duties in the case of absence and school events etc.
- Flexibility should emergencies occur that require a change in cleaning routine or change of working pattern times or specific areas to be cleaned
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person
- Contribute to the overall ethos, working, aims of Alcester Grammar School
- Participate in training, other learning activities and performance development (including annual performance appraisal) as required
- Attend and participate in relevant meetings as required.
- Any other duties commensurate with the duties, responsibilities, grade of the post



# Part Time Cleaning Assistant

## Person Specification

Knowledge	<ul style="list-style-type: none"><li>• Basic Health and Safety principals</li><li>• Cleaning techniques and experience</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• Able to clean to a required standard</li><li>• Able to understand and respond to verbal instructions</li><li>• Ability to read and write for the purposes of understanding warning notices on cleaning chemicals, general information and completing basic forms such as timesheets</li><li>• Ability to lift and move heavy cleaning equipment and furniture e.g. floor polishers, vacuum cleaners etc.</li><li>• Able to stand, bend and stretch to undertake cleaning duties such as cleaning, sweeping and vacuuming for the duration of the shift</li><li>• Able to work unsupervised</li><li>• Able to work as a team</li><li>• Ability and willing to undertake training on basic health and safety in the cleaning environment</li></ul>
Experience	<ul style="list-style-type: none"><li>• Cleaning techniques and equipment</li></ul>



## Application Procedure

Please complete the school application form available on the vacancies section of our website & provide a supporting statement (on no more than one side of A4).

The supporting statement should address your particular strengths & how your experience to date has prepared you for this particular role.

Applications may be submitted via email to [j.dyos@alcestergs.com](mailto:j.dyos@alcestergs.com)

**ONLY** applications on the Alcester Grammar School application form will be accepted.

CVs & online applications will not be included in the shortlisting process.

## Interviews will be arranged on receipt of strong applications

Alcester Grammar School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) check will be carried out prior to the commencement of any offer of employment.







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