



# Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

934 on roll 201 Sixth Form

## Cleaner (Shift)

**Grade 1 £20258 (Pro rata £7345)**

**16 hours per week, either morning from 6am or evening from 3pm (Monday - Friday)**

**Term time only**

## Required as soon as possible

Wheatley Park School is at an exciting stage in its development. We have made strides, enjoyed some successes and we are ambitious to build on them. We are a busy, friendly and supportive community. We are proud of our students and keen to keep helping them to achieve high standards.

We are keen to appoint conscientious and capable individuals to take on roles of our shift Cleaners. Ideal candidates should possess good cleaning skills, have a flexible and meticulous disposition and be able to work within a small team or on their own initiative.

This is an important post within the school providing essential support to both students and staff. The successful applicant will have excellent interpersonal and practical skills.

We will offer you the chance to be part of a strong and developing school community working in a supporting environment.

Situated just east of Oxford on a unique parkland site, Wheatley Park School is a successful 11- 18 academy with a vibrant comprehensive intake. Our vision is to be a sustainably outstanding school in accordance with our values of Everyone Learning and Everyone Caring.

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (HR Manager) on 01865 877634 or by email to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org). Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

**There is no formal closing date for this role; the school reserves the right to close this vacancy at any point and consider and interview candidates if appropriate.**

**Interview Date: To be confirmed**

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be subject to an enhanced DBS check. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. You should contact the school if you are unsure if this role includes regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#)

Please also see our Wheatley Park School Child Protection and Safeguarding policy [here](#)

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

#### **What benefits does the Trust offer to its employees?**

- Annual pay increase for support staff (in line with grade boundaries) and for Teachers (subject to government framework and successful performance review)
- A Defined Benefit Pension Scheme with favourable terms for all employees (Teachers Pension for Teachers; LGPS for Support Staff)
- Moving from the public sector? Those without a break in service can be reassured that RLT will recognise their continuous service.
- Employee centred and family friendly policies and practises that support you in and beyond your workplace.
- Offering flexible working wherever we can, in order to support the work life balance of our employees.
- Enhanced sick pay, maternity leave, paternity leave and parental leave.
- Competitive holiday entitlement for support staff (minimum 24 days rising to 32 day plus bank holidays per annum - dependent on grade of role and length of service)
- Cycle to work scheme
- Funded eye tests and glasses for DSE users (subject to T/Cs)

**Wheatley Park School, Holton, Oxford, OX33 1QH**

**Tel: 01865 872441 Fax: 01865 877666**

[www.wheatleypark.org](http://www.wheatleypark.org)



## JOB DESCRIPTION

### PREMISES - CLEANER G1

Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

### TASKS

#### General

- 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
- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins
- 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
- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to the Operations and Premises Manager
- Operate everyday equipment in accordance with instructions
- 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
- Treat all users of the school with courtesy and consideration
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This job description outlines only the minimum expectations of the post-holder and should not limit any member of staff from taking on additional responsibilities and tasks which could positively affect their own,

their teams, or the school's development and improvement. The Headteacher may make additional, reasonable requests of colleagues in order to ensure the effective and efficient operation of the school.

All staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### **Safeguarding**

Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring service (DBS) and obtain any other statutorily required clearance. A 'prohibition from teaching' check will be completed for all applicants. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

April 2022



## Wheatley Park School

### Cleaner G1

Selection Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of cleaning in a office/school environment</li> </ul>	<ul style="list-style-type: none"> <li>● Use of industrial/specialised cleaning equipment</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>● Good communication skills</li> <li>● Good numeracy/literacy skills</li> <li>● A full and clean driving licence</li> </ul>	
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>● Able to work on own initiative, planning and carrying out tasks required, with an eye for detail</li> <li>● Able to work to deadlines and targets</li> <li>● Use of relevant equipment/resources</li> <li>● Flexibility and ability to adapt to change.</li> <li>● Participate in development and training opportunities</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Reliable and highly trustworthy</li> <li>● Possess enthusiasm and be self-motivated</li> <li>● Meticulous</li> <li>● Be able to work well alongside others</li> <li>● Resilience and a sense of humour.</li> <li>● Have excellent references</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● All Training and Support in the role will be provided</li> <li>● A positive attitude to all aspects of Equal Opportunities</li> <li>● Able to project a positive image for the school, promoting the school's vision and ethos</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of Child Protection and Safeguarding issues</li> </ul>

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