



## PRESTON MANOR SCHOOL

Upper School site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Stuart Taylor

Email: [info@preston-manor.com](mailto:info@preston-manor.com) | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: [lowerschooladmin@preston-manor.com](mailto:lowerschooladmin@preston-manor.com) | Tel: 020 8385 4089

**Executive Headteacher:** Mr. Russell Denial | Website: [www.preston-manor.com](http://www.preston-manor.com)

# CLEANERS INFORMATION PACK

## Permanent Vacancy

**12.5 hours per week, Term Time plus 5 inset days**

**Salary – Scale 1, spinal point 2 plus Outer London Weighting (£22,535 pro rata)  
circa £6,903 (inclusive of Outer London Weighting)**

**Hours of work 3:30pm – 6:00pm**

**Required as soon as possible**

**Closing date: noon on Friday 14<sup>th</sup> April 2023**

**Interviews: w/c 24<sup>th</sup> April 2023**



*Making School Memorable by Striving for Excellence*



Dear Applicant,

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos and how warm and welcoming our School is.

Our children and students respond to the challenges of learning with enthusiasm and excitement and are keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

Our School is underpinned by three core values: Ambition, Responsibility and Excellence. We are ambitious for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take responsibility for themselves as well as each other in our strive to achieve excellence for everyone.

I do hope that you will consider applying to join this successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial  
Executive Headteacher



The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an All-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

Preston Manor School is looking to recruit pro-active cleaners to join a large in-house cleaning service.

The School is looking for experienced cleaners who can meet the exacting demands of the school's Cleaning Standards, whilst providing the experience and initiative to drive the service to new levels of excellence.

Flexibility in terms of contractual working hours may be required. The school has a need to respond to new business requirements and applicants for these posts should be aware that flexibility in hours is essential.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

**In return we will offer:**

- Friendly and supportive staff
- Well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development
- Staff Well-being

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

## **Safeguarding**

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hadmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

# JOB DESCRIPTION

## Job Summary

To undertake duties to a level of excellence in keeping with the school's Cleaning Standards.

To undertake cleaning duties as directed by the line manager or a member of the Senior Leadership Team.

## General Duties

Cleaners are required to undertake the following duties as directed by the appropriate person using the prescribed methods and frequencies in line with the requirements of the school's Cleaning Standards.

### Key Operational Duties / Responsibilities:

- Ensure cleaning commences and ceases in line with contractual hours
- Clean in an efficient manner thereby optimising cleaning time
- Remove and replace light furniture as required
- Mopping floors with set or damp mops.
- Suction cleaning carpeted areas and "spot" cleaning carpets.
- Removal of graffiti from all areas of the school
- Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors. (After receiving proper instruction and training)
- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of: cupboards, radiators, shelves and fitments
- To clean toilets, urinals, hand basins and sinks, baths, showers, drinking fountains.
- To undertake wall washing, inside window pane cleaning, dusting and wet wiping of skirting boards. To a height no greater than body height plus an arm's extension
- Undertake seasonal duties as required
- Follow health and safety requirements as agreed
- Comply with relevant regulations, rules and conditions
- Undertake deep cleaning when required
- Undertake additional cleaning duties as required
- Must be able to alter working hours to meet school needs

*This is a description of the main duties and responsibilities of the post at the date of production.*

**The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.

### Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

### Additional responsibilities

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

### Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes.
- Demonstrate an understanding of the business aspects of schools.
- Experience of working in a fast-paced environment.

### **Abilities, Skills and Attributes**

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries.
- Be able to work as a member of a team.
- Demonstrate absolute discretion, tact and diplomacy.
- Show initiative, drive and commitment to ongoing improvement.
- Be articulate and presentable.
- Be a creative problem-solver with the ability to think ahead.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload.
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges.
- Be able to work under pressure and meet deadlines whilst producing work that is accurate.

### **Safeguarding / Child Protection**

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

### **General**

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Broad general education

## KNOWLEDGE AND EXPERIENCE

### Essential

- Confident use of cleaning materials and equipment
- Previous experience of working in a school or similar environment

## SKILLS AND ABILITY

### Essential

- Ability to both communicate and follow instructions in English
- Ability to use relevant equipment
- Ability to gain knowledge of health and safety procedures and precautions
- Ability to build and form working relationships with colleagues
- Capable of working both under own initiative and collaboratively within a team
- Good communication and interpersonal skills
- Ability to multi-task, whilst working productively in a challenging working environment
- Ability to deliver cleaning to a level of excellence
- Understanding of the importance of confidentiality and knowledge of Data Protection Regulations

## EQUAL OPPORTUNITIES

### Essential

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities