



Lead Cleaner / Keyholder – School Based

12pm to 7pm, weekdays, Term time only

The Market Bosworth School is seeking to employ a Lead Cleaner / Keyholder to join and manage our cleaning team.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an “Outstanding” school by Ofsted 3 times in 2009, 2012 and most recently in 2018, where inspectors commented “A sense of care and nurture permeates the school”.

Our Site and Cleaning team are vital to our school’s success, ensuring students, staff and visitors have access to clean and welcoming facilities.

For further details, please contact Miss K Reynolds via the school office on 01455 290251 or via email kreynolds@tmbs.org.uk

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.



Closing date: Monday 14th November (9am).

Interviews to take place: Friday 18th November

Contact: Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

“Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils’ behaviour around school is exemplary.” - Ofsted 2018

Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **Academy Business Director:** Bianca Farrell



School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *“You have maintained an outstanding quality of education in all aspects of the School”*

Our most recent results place us well within the top 1% of all schools nationally on key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have approximately 830 students and 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including Leicester City, Ibstock, Atherstone and Earl Shilton. In September 2022, we welcomed students from around 30 different Primary Schools, with just 7 being our official “catchment” feeders.

The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna.

Our Mission

“Educating with care to encourage success for all.”

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **Academy Business Director:** Bianca Farrell



Job Description

Job Title: Lead Cleaner / Keyholder

Pay Grade: Grade 6, £10.39-£10.60 per Hour (Pay award pending)

Responsible To: Site Manager

Responsible for: Cleaning team

Key Relationships with: Site Team, Cleaning team, Wider School Staff

Main Job Purpose: This is a new and crucial role for the school, the successful candidate will play a key role in our success by:

- managing a small team of cleaners to ensure the School maintains a high level of cleanliness on a daily basis.
- ensure the premises is secure and alarmed on leaving the site

Background to Post:

Our school cleaning team are vital to the success of the school. Our current team are hardworking and ensure on a daily basis that at the end of each day, the building is clean, safe and welcoming ready for the students' return the following morning.

Hours of work for the Lead Cleaner are 12pm to 7pm weekdays. Whilst the post is largely "term time only", there will be a small amount of hours required during school holidays.

Main Duties and Responsibilities:

1. To carry out cleaning duties as required, including sweeping, dusting, wall washing, toilet cleaning, mopping, waste management and the use of vacuum cleaners.
2. Use electrical and mechanical equipment, floor polishers, etc when necessary and after appropriate training. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
3. Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH regulations. (Chemicals should NEVER be mixed with other chemicals).
4. To supervise the cleaning team, ensuring their work is completed to an agreed schedule and to a required standard. Managing understaffing and ensuring variations are dealt with. Monitoring attendance and informing Site Manager of absences as appropriate.
5. To ensure that all cleaning staff comply with Health and Safety Legislation, School policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report and breaches of safety regulations/policies or other safety concerns noticed to the Site Manager, to enable the School or School grounds to be safe and healthy places for students, staff and other users to use.
6. To manage the stock levels of equipment and materials and to request orders as needed via the Premises staff. To ensure that cleaning equipment and materials are safely maintained and stored.

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7. To be responsible for the care of all cleaning equipment and materials assigned to them.
8. To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
9. Restock washrooms ie soap, toilet rolls, changing of cloth hand drying towels/centre feeds.
10. Use of two way radios used (communication).
11. Wear any protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn, e.g. slippers and flip flops are not acceptable as they may create a Health and Safety risk.
12. To ensure that in undertaking duties in rooms, that windows and doors are closed and locked when leaving rooms.
13. Report any defects seen, likely to affect security, i.e. broken windows, window catches, taking the agreed remedial action if required.
14. To be responsible upon leaving the premises to ensure windows and doors are closed and locked and the building secure ensuring that security systems are activated as necessary.
15. Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, and Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
16. Contribute to the overall ethos/work/aims of the school.
17. To assume such additional responsibilities relevant to this position as may, from time to time, be requested.

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when 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.

Dignity at work:

To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to educational opportunities to everyone.

SIGNED _____

Post holder

Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **Academy Business Director:** Bianca Farrell



Person Specification – Lead Cleaner / Keyholder

	Essential	Desirable
<u>Qualifications</u>	N/A	
<u>Experience</u> Ability to undertake all cleaning activities to a high standard in a timely manner. Experience of cleaning activities and schedules in medium / large establishments. Successful experience of working with / managing other staff.	✓ ✓	 ✓ ✓
<u>Knowledge</u> Good knowledge of cleaning techniques, materials and chemicals. Awareness of Health and Safety legislation, policy and good working practices relating to the role of the cleaner.	✓ ✓	
<u>Skills/Attributes</u> Ability to follow and understand instruction and relevant procedures. An empathy with and understanding of children aged 11 to 16. Capable of working on own initiative. Hardworking Flexible, able to meet deadlines and prioritise situations as they arise.	✓ ✓ ✓ ✓ ✓	

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The Market Bosworth School

An Outstanding Leicestershire Academy

Principal: Stuart Wilson

Vice Principal: David Beckitt

	Essential	Desirable
<u>General Circumstances</u> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to work and day-to-day situations	✓	
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	

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