



Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Cleaner. This is an exciting time to join The Mirfield Free Grammar's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.



Cleaner
The Mirfield Free Grammar

CANDIDATE INFORMATION PACK

► Welcome

Dear Colleague,

I am delighted that you are considering the position of Cleaner at The Mirfield Free Grammar.

We are seeking to recruit an individual to work in our school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy and confident young people who are able to contribute positively within the community. I am a firm believer that developing THE MFG Character of Tenacity, Health, Equity, Morality, Flourish, Generosity in all our students will enable us to achieve this.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Alexandra Fuller
Principal



Overview of the Position for Great Heights Academy Trust

► The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

About the Trust

► The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar School and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

Current Trust Academies and Designations





JOB DESCRIPTION

Position:	Cleaner
Department:	Site
Pay range:	Grade 3
Hours of work:	20 hours Monday - Friday
Responsible to:	Senior Cleaner

Prime Objectives of the Post:

To maintain the highest possible standards of hygiene and cleanliness in a manner which is safe both to the post holder, colleagues and other building users.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties and Responsibilities:

1. Service Delivery

- 1.1 To clean designated areas of the premises to ensure they are maintained to the standard required in the cleaning specification.
- 1.2 To organise own work routines to ensure all areas within the responsibility of the cleaner are covered daily in accordance with the specification. *To ensure that all daily, weekly, and monthly cleaning tasks are completed to a high standard.*
- 1.3 To report to the Site Manager, Assistant Site Manager or Senior Cleaner any problems.

2. Daily Routine

- 2.1 This will be explained to any new cleaner, dependent upon the area of responsibility, as each cleaning area varies. It is important that the cleaning of the building is carried out to a high standard by employees who know how to use all equipment safely and effectively. Cleaners will be trained in the use of machinery and chemicals.
- 2.2 To clock in and off duty, allowing sufficient time to start work on time.

3. Health and Safety

- 3.1 To give a meaningful commitment to Health and Safety at Work including COSHH regulations, and ensure strict adherence to all Health and Safety procedures at all times.
- 3.2 To ensure that all activities concerning the use of cleaning chemicals are carried out in accordance with COSHH regulations.
- 3.3 To ensure when operating electrical machinery that electrical cables, plugs and sockets are checked for any damage before and after use.
- 3.4 To wear protective clothing as necessary whilst engaged on work duties.
- 3.5 To ensure that all cleaning signs are placed correctly and colour coded equipment is used correctly.



3.6 To notify the Senior Cleaner of any equipment repair and replacement, as and when necessary.

4. Miscellaneous

4.1 To ensure that you take care of your own Health and Safety and that of your colleagues in line with the Academy's Health and Safety Policy.

4.2 To undertake any other duties as may reasonably be required by your Line Manager.

4.3 To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices.

4.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.

4.5 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.

4.6 To engage actively in the Performance Management Review process.

4.7 To participate in the Academy's Staff Development Programme by attending in service training, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.

4.8 To carry out your duties in accordance with the Academy's Equal Opportunities Policy.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: Cleaner****Key to identification: A = Application I = Interview R = Reference**

Qualifications/Training	Essential	Desirable	A/I/R
Willing to undertake any in-service training offered which is relevant to the post	✓		A/I
Willing and able to follow health and safety guidelines and training.	✓		A/I
Recent safeguarding training		✓	A/I
First Aid Training		✓	A/I
Experience and Knowledge	Essential	Desirable	A/I/R
Experience of working in a school environment		✓	A/I/R
Experience cleaning a school environment		✓	A/I/R
Experience of working with children		✓	A/I/R
Experience of using a wide range of cleaning equipment		✓	A/I/R
Have knowledge and understanding of the importance of confidentiality & safeguarding procedures	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Ability to take pride in cleaning the school and ensuring all school practices are adhered to.	✓		A/I/R
Work constructively as part of a team or independently when required.	✓		A/I/R
Honest and hard working	✓		A/I/R
Be resilient and demonstrates ability to work well under pressure.	✓		A/I/R
Able to adopt a flexible working practice.	✓		A/I/R
Good communication skills	✓		A/I/R
Excellent record of attendance and punctuality.	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

