



**GREENSHAW**  
LEARNING TRUST



COMMITTED TO  
EXCELLENCE

GREENSHAW HIGH SCHOOL



# Cleaning Assistant Recruitment Pack

**ALWAYS  
LEARNING**

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## A Warm Welcome from the Headteacher

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue to be made real.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,930 students on roll, with staff providing teaching, pastoral care and other support across the school. We are fortunate to be a highly popular school with a trusted record locally of nurturing high levels of attainment in our students. We believe this comes from striving to always offer a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them. In addition, despite our significant size we hope that we continue to offer a 'community' – as the most recent Ofsted report notes, relationships between pupils and staff are caring and this is something I am very proud of.

These are very exciting times for our school. We have the prospect of a second Ofsted visit over the next year, following a very successful ungraded inspection in October 2023. We are also on the cusp of a significant building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

The rebuild and the Ofsted revisit mean that the next few years will be exciting, and in the context of a fully staffed, oversubscribed school with Progress 8 scores in the top 10% of the country, as well as around 50 Sixth Form students each year progressing to Russell Group universities, they offer extraordinary opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our students' experience and future chances become.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with extraordinary outcomes for our children across primary and secondary phases, spread over eight local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group we are each dedicated to developing our own excellence, as well as committing to the successes of our other partner schools.

I would encourage you to visit the school's website [www.greenshaw.co.uk](http://www.greenshaw.co.uk) to find out more about our school. I know that there is a relatively tight window for application but we always welcome visits prior to making an application. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at [hr@greenshaw.co.uk](mailto:hr@greenshaw.co.uk).

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Greenshaw High School soon.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nick House'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Nick House, Headteacher**

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,400 people and educates nearly 22,000 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Premises Manager
<b>Contract:</b>	Permanent
<b>Salary:</b>	<p>Salary calculated in line with NJC pay scale (outer London) 1a/2, points 3-4</p> <p>FTE salary: £26,238.00 - £26,634.00 per annum</p> <p><b>Actual Salary Pro-rated (this includes holiday pay as a term time employee)</b> <b>£13,797.00 - £14,005.00 per annum</b></p> <p>(starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)</p>
<b>Hours of Work:</b>	<p>20 hours per week, Term Time plus 5 weeks</p> <p>Flexibility and the ability to work outside of the normal working hours may be required</p> <p>Typical working pattern:</p> <p>Monday to Friday                      15:30 – 19:30</p>
<b>Place of Work:</b>	Greenshaw High School, Grennell Road, Sutton, SM1 3DY
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at:</p> <p><a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a></p>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 23 days plus 2 extra-statutory days. As this is a term time post, payment for holiday entitlement is inclusive within the salary.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description

Greenshaw Learning Trust is a highly successful multi academy trust that provides excellent quality, comprehensive, non-selective and inclusive education through primary schools and secondary schools. Our schools are based in London, Surrey, Berkshire, Gloucestershire and South Gloucestershire, Bristol and Plymouth. We also have three shared service hubs with remote / hybrid working opportunities where appropriate. We are building a family of like-minded schools that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character. We thrive from collaboration at every level. We encourage a culture of sharing ideas and learning from one another. As a Trust of schools, we are *'Always Learning'*.

We are looking for a Cleaning Assistant. This is an exciting opportunity to join Greenshaw High School and become an integral member of the premises team.

## Main Responsibilities

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

The Cleaning Assistant will undertake a range of daytime cleaning duties, ensuring that the standard of cleaning across the school is carried out to ensure satisfactory standards of hygiene are maintained in accordance with the cleaning specifications.

All duties carried out are expected to comply with the Health and Safety at Work Act, Acts of Parliament, Statutory Instruments, COSHH Regulations and other legal requirements, and any other nationally agreed codes of practice that are relevant.

The Cleaning Assistant will report to the Daytime Cleaning Supervisor, and be accountable to the Premises Manager.

The main duties and responsibilities will include:

## Main Responsibilities

- Ensuring that the standard of cleaning carried out to ensure satisfactory standards of hygiene are maintained in accordance with the cleaning specifications;
- Carrying out cleaning duties such as sweeping, dusting, wall washing, toilet cleaning, mopping and the use of vacuum cleaners;
- Using electrical and mechanical equipment, floor polishes etc. when necessary;
- Collecting litter/rubbish and disposing of appropriately;
- Cleaning low-level glazing, as required;
- Removing graffiti and other substances from surfaces, including walls, doors, floors, carpets and furniture;
- Monitoring, cleaning and maintaining the staff and students' toilet facilities;

- Replenishing roller towels, hand towels, soap and toilet rolls, as required;
- Tidying and cleaning the staff room periodically throughout the cleaning shift;
- Wearing protective clothing provided whilst on duty and being aware of responsibilities for Health & Safety measures designed to protect self, other staff and users of the premises;
- Being pro-active in identifying and reporting maintenance issues and broken or damaged equipment;
- Updating the Daytime Cleaning Supervisor and/or Premises Manager on a daily basis to any work that requires attention, if unable to rectify immediately;
- Ensuring that school-owned cleaning equipment is maintained to a satisfactory condition;
- Reporting low stock of cleaning equipment to the Daytime Cleaning Supervisor, as necessary;
- Reporting immediately to the Daytime Cleaning Supervisor or, in their absence, the Premises Manager or Director of Operations, any accident, dangerous occurrence or practice, or threat to health and safety;
- Covering for absent cleaning staff as directed by the Daytime Cleaning Supervisor or Premises Manager;
- Undertaking school holiday cleaning duties as directed by the Premises Manager;
- Carrying out emergency cleaning (e.g. toilets/medical room) or any other additional cleaning, as required.

### General Responsibilities

- Acting as a professional and positive role model to our students in terms of personal presentation, timekeeping and behaviour;
- Ensuring a good knowledge of forthcoming events by reading the Premises Team calendar and Red Notices provided and liaising with appropriate staff in advance of events, as required;
- Adopting a pro-active and responsible attitude to all duties required throughout the school and to update the Premises Manager on a daily basis to any work that requires attention, if unable to rectify meeting;
- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and training courses, meetings, and keeping abreast of changes in legislation;
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertaking any other duties commensurate with the post as may be required by the Premises Manager or the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Cleaning Assistant – Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

	ESSENTIAL	DESIRABLE
<b>Education, Qualifications and Training</b>	<ol style="list-style-type: none"> <li>1. Willingness to undertake training in the use of cleaning machinery</li> <li>2. Willingness to undertake induction or ongoing training</li> <li>3. Good Numeracy &amp; Literacy skills</li> </ol>	
<b>Experience and Knowledge</b>	<ol style="list-style-type: none"> <li>1. Experience of cleaning in a similar role</li> <li>2. Previous experience of working successfully as part of a team</li> <li>3. Knowledge relating to the Health &amp; Safety at Work Act</li> </ol>	<ol style="list-style-type: none"> <li>1. Previous experience of working in an educational setting, ideally a secondary school</li> </ol>
<b>Aptitude and Skills</b>	<ol style="list-style-type: none"> <li>1. Willingness and ability to undertake cleaning duties to maintain and develop the internal and external environment</li> <li>2. Willingness and ability to clean designated areas inside and outside the premises and to collect and dispose of rubbish, litter etc.</li> <li>3. Ability to use chemicals and cleaning materials in an appropriate and safe manner</li> <li>4. Ability to manage resources effectively, efficiently and prudently</li> <li>5. Demonstrate a proficiency in the effective and safe use of machinery and equipment</li> <li>6. Ability to perform any lifting or handling of materials and periods of standing required</li> <li>7. Ability to log maintenance and cleaning requirements as they arise</li> <li>8. Ability to comply with Health &amp; Safety and other procedures to ensure that all duties are carried out safely</li> </ol>	

	<ol style="list-style-type: none"> <li>9. Ability to communicate effectively with colleagues, students, parents and other visitors in a professional manner</li> <li>10. Ability to work constructively as part of a team, making a positive contribution, whilst building good relationships with colleagues</li> <li>11. Ability to show initiative and work under pressure, multi-task and manage time effectively</li> <li>12. Ability to work flexibly to support others and respond to unplanned situations</li> </ol>	
<p><b>Additional Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Able to appropriately deal with confidential information</li> <li>2. Desire to enhance and develop skills and knowledge through CPD</li> <li>3. Demonstrate a commitment to safeguarding and the highest standards of child protection</li> <li>4. Recognition of the importance of personal responsibility for Health and Safety</li> <li>5. Commitment to the school's ethos, aims and its whole community</li> </ol>	

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **11.59pm on Sunday 29th September 2024**. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised shortly after the closing date. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### 3. Interview Process

Interviews will be held shortly after the closing date. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact [hr@greenshaw.co.uk](mailto:hr@greenshaw.co.uk).

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.