

Wood Green Academy, Wednesbury WS10 9QU 0121 556 4131

Cleaner Vacancies:

Full time Cleaner (please note the post is **NOT** term time only)

Cleaning experience desirable

Monday : 4:00pm to 6:00pm

Tuesday to Friday: 3:30pm to 6:00pm

(12 hours per week)

Hourly rate: Between £9.00 and £9.18 depending upon experience (Grade A band)

Application packs for all the above are available on the school website.

www.woodgreenacademy.co.uk

Completed application forms can be emailed to admin@woodgreenacademy.co.uk with the subject line "Cleaner Vacancies", or, posted to the school marked, "Cleaner Vacancies"

Deadline: Midday on Monday 13th January 2020

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



WOOD GREEN ACADEMY

A SPECIALIST COLLEGE OF SPORT, MATHS & COMPUTING



Job Description

Cleaner 12 Hrs. per week @ £7.07 to £7.20 per hr (Band A), depending upon experiences. 52 weeks per yr.

Mon-Thurs 15:30 – 18:00

Friday 15:30 - 17:30

Responsible to Headteacher and Premises Manager / Cleaning Supervisor

Responsible for Nil

Job Summary

- To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Responsibilities

- Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins.
- Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
- Use of all types of electrical cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.
- Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
- To work at all times under the direction of the Cleaner in Charge / Site Manager.
- To inspect and report any defects to the Head Teacher or Site Manager
- To replenish all consumables as and when required e.g. soap, toilet paper etc.
- Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
- To participate in the operation of the School's Performance Management Scheme.
- Carry out duties in line with school's policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy, The Equality Standard and obligations under the Race Relations (amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the School's policy, organisation and arrangements for Health and safety at work Act 1974.

Signed _____ (Cleaner) Date _____

Signed _____ (Headteacher) Date _____

Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.
2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

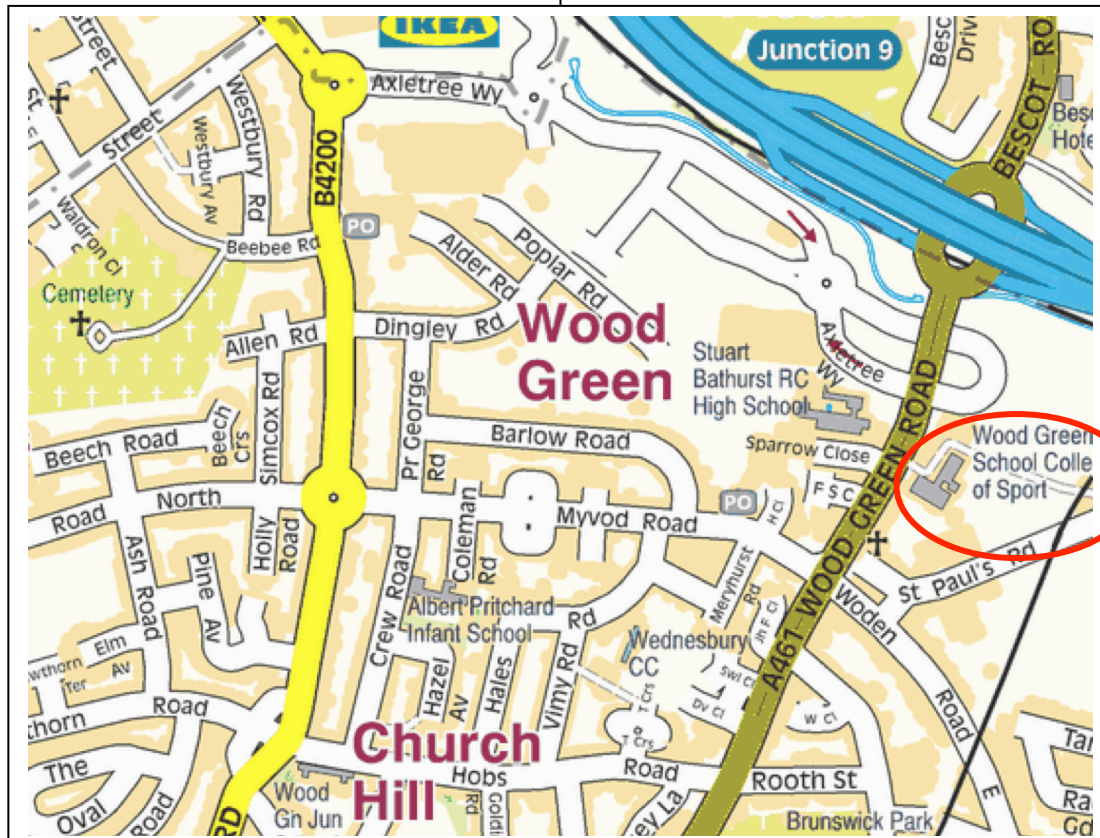
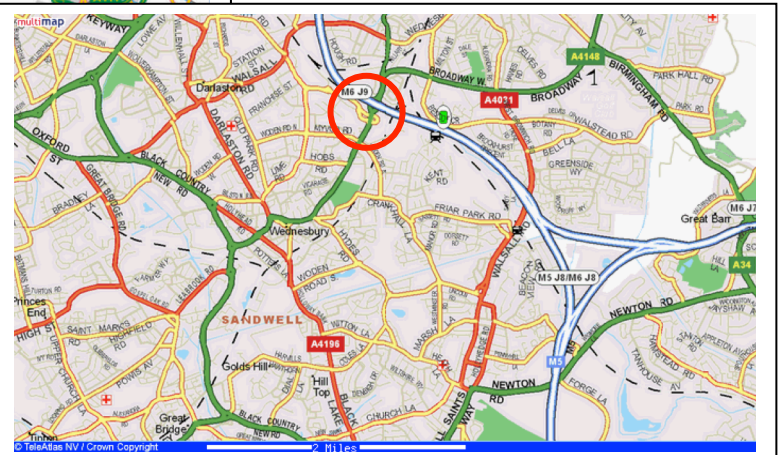
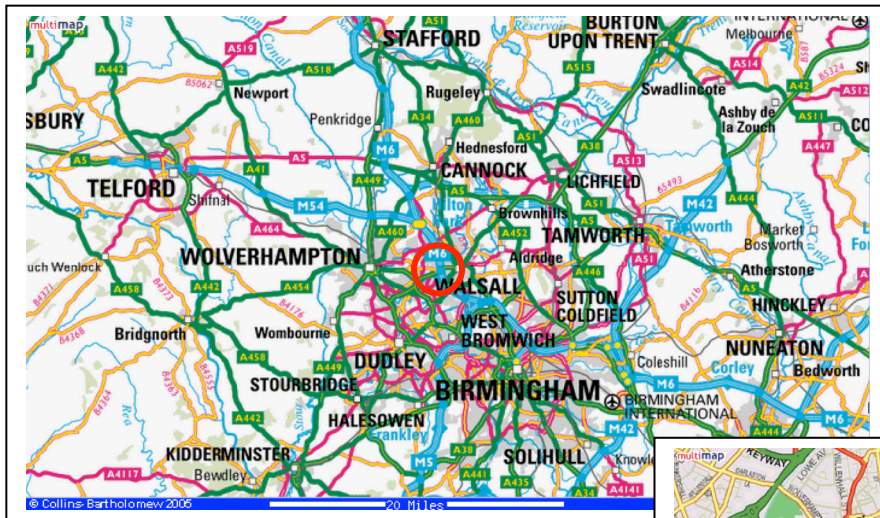
Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.
4. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer of the Council to discuss the details of your record.
5. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We have undertaken to comply with the DBS Code of Conduct relating to storage and security of all Disclosure information. A copy of our policy may be seen at our offices as below.

**Transform Sandwell, HR Services, PO Box 16709, 1 Providence Place, West
Bromwich B70 1FT**

HR Enquiry Desk: 0121 569 3300, or recruitment_team@sandwell.gov.uk

DIRECTIONS TO WOOD GREEN ACADEMY
WOOD GREEN ROAD
WEDNESBURY
WS10 9QU





Documents Required at Interview



Please bring the following items with you at interview

- Original copies of Qualification Certificates as highlighted in the Person Specification (if applicable)
- Eligibility to work in UK (if applicable)
- Proof of Identity (see below)

You must produce either:

- One document from Group 1 plus any two from Groups 1 or 2
- Five documents from Group 2

Group 1

- Passport any nationality
- UK Birth Certificate issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- UK issued Driving Licence England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
- EU National Identity Card EU countries only
- HM Forces ID Card (UK)
- UK Firearms Licence
- Adoption Certificate (UK)

Group 2 documents stated overleaf

Documents Required at Interview

Group 2

- Marriage/Civil Partnership Certificate
- Financial Statement** e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement (UK)**
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form(UK)** documentation issued by Court Services
- Utility Bill* electricity, gas, water, telephone – inc. mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence**
- Addressed Payslip*
- Credit Card Statement*
- National Insurance Card (UK)
- Store Card Statement*
- NHS Card (UK)
- Mortgage Statement**
- Benefit Statement* e.g. Child Allowance, Pension
- Insurance Certificate**
- Certificate of British Nationality (UK)
- Council Tax Statement (UK)**
- Work Permit/Visa (UK)**
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)* eg. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security.
- Connexions Card (UK)
- CRB Disclosure Certificate**

* Documentation should be less than three months old.

** Issued within past 12 months.