

**CLEANERS**

**(MORNING & AFTERNOON SHIFTS)**

**PART-TIME, TERM TIME ONLY**

**INFORMATION FOR APPLICANTS**



Alderley Edge School for Girls  
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## **ALDERLEY EDGE SCHOOL FOR GIRLS**

### **Introduction**

Alderley Edge School for Girls (AESG) was formed in 1999 from the merger of Mount Carmel and St Hilary's schools. Whilst we celebrate our past, we are a forward-looking school in many different ways.

AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

We value the successes and achievements of all our girls; both academically and in other contexts, from dance to drama, music to sport. Girls leave as confident, articulate and mature young women who can achieve in the world beyond our school gates.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

AESG is a high-achieving, academic and dynamic school which fosters the well-being of each individual within an exciting, challenging and supportive environment. We recognize commitment, hard work and success, setting the girls the challenges they need to develop their talents to the full.

We are proud of our school and its Christian values, yet respect the beliefs of others in our community. We believe in social justice for all and feel a sense of responsibility for those less fortunate, for whom we provide support, both locally and globally, through our fundraising and community service.

The School has been awarded Apple Distinguished Status and Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

## **Aims and Vision Statement**

“Aspire not to have more, but to be more” (Archbishop Oscar Romero)

### **Our Aims**

#### **Academic**

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

#### **Enrichment**

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

#### **Spirituality**

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

#### **Girls**

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.

## **Leadership and Staffing**

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Nicola Smillie, who was appointed in September 2020. The Senior Leadership Team comprises the Headmistress, Director of Finance & Operations, Director of Marketing, both Senior School Deputy Heads (Academic & Pastoral), the Prep School Deputy Head, the Prep School Assistant Head and the Head of Sixth Form.

In the Senior School, teaching staff comprise two Deputy Heads and 50 teachers (21 full-time and 29 part-time).

In the Prep School, teaching staff comprise one Deputy Head, an Assistant Head and 10 teachers (6 full-time and 4 part-time), supported by 4 teaching assistants. The Head of EYFS oversees Nursery, Pre-School and Reception.

## **Support and Administrative Staff**

The Support and Administrative Teams work closely with the teaching staff to support teaching and learning and ensure the smooth running of the school. Most of the teams are line managed by the Director of Finance & Operations, with a few members of staff line managed by the Headmistress or Deputy Heads.

The support staff teams comprise the following:

- Administrative and Secretarial Support
- Catering (External Provider)
- Cleaning
- Exams Officer
- Facilities and Site Team
- Finance Department
- IT support
- Librarian
- Marketing, Admissions and Development
- School Chaplain
- School Nurse
- School Transport
- Science & DT Technicians

## **Accommodation**

In the last four years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Prep Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have been re-roofed and the main vehicle entrance and parking facilities have been improved, along with the interior of the School kitchen.

## **Cleaner**

### **Job Description**

#### **Role Reporting to: Cleaning Supervisor**

#### **Purpose of role:**

To work as part of a team to ensure that a high level of cleanliness is maintained throughout the school and to undertake cleaning duties in accordance with an agreed schedule and to a required standard. To adhere to current Health & Safety legislation and COSHH regulations.

#### **Main Duties and Responsibilities**

- Carry out cleaning duties as required including mopping, sweeping, dusting, vacuuming, toilet cleaning etc to ensure high standards of cleanliness and hygiene at all times.
- Move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations.
- Responsibility for the care of all cleaning equipment and materials and ensure that they are stored safely and securely.
- Ensure adequate supply of cleaning materials and report to Cleaning Supervisor if stock levels are low.
- Report any site defects to the Cleaning Supervisor which may affect security or compromise Health & Safety.
- Comply with Health & Safety legislation, school policies and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities.
- Wear suitable clothing or protective clothing if provided including shoes which are suitable for the work being carried out to limit a Health & Safety risk.
- Other duties as requested by the Cleaning Supervisor, Director of Finance & Operations or the Headmistress.

#### **General Support for the School**

- Support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply with all policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute positively to the overall ethos/work/aims of AESG.

- Participate in training, and undertake any performance development activities as required.
- Attend and participate in meetings and forums as required, both internally and externally.
- Be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work.

You will also be expected to undertake any other related duties as requested by the Headmistress. Support for other administrative staff at key times in the year may also be required (eg, school holiday periods).

<b>Person Specification: Cleaner</b>		
	<b>Essential</b>	<b>Desirable</b>
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
<b>Experience</b>	<p>Previous experience of cleaning in a large establishment</p> <p>Experience of working in a team</p>	
<b>Knowledge and Skills</b>	<p>Knowledge of COSHH Regulations</p> <p>Good understanding of Health &amp; Safety at Work legislation and good working practices or willingness to learn</p>	
<b>Personal Qualities</b>	<p>Ability to work as part of a team and to use own initiative</p> <p>Good communication and interpersonal skills</p> <p>Hard working and flexible and able to meet deadlines</p> <p>Well organised and able to prioritise workload</p>	

<b>Safeguarding</b>	<p>Full understanding of safeguarding requirements</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children</p> <p>Ability to form and maintain appropriate relationships and personal boundaries</p>	
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## **ADDITIONAL INFORMATION**

### **Terms and Conditions of Employment**

#### **Salary**

£11.07 per hour

#### **Working Hours**

Morning and afternoon shifts are available.

(6.00am-8.30am / 2.00pm-6.00pm)

It is to be expected that some evening and weekend work may be required to support Open Days, Key School Events and external Lettings.

Full Terms and Conditions will be defined in the Contract of Employment.

#### **Working Hours**

The positions are Monday to Friday, term time only plus 5 INSET days. There are 2 shifts: 6.00am to 8.30am or 2.00pm to 6.00pm.

Please note that flexibility of working hours will be required at key times of the year to accommodate the requirements of the role.

A paid holiday allowance of 20 days per year plus 8 statutory bank holidays will be given. Holidays should generally be taken outside of school term time, at times agreed by the Director of Finance and Operations.

Full Terms and Conditions will be defined in the Contract of Employment.

#### **Equal Opportunities**

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, disability, age, sexual orientation, marital status, religion or belief.

#### **Other Information**

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

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

## **Application Arrangements**

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk), the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

If you are interested, please submit your application as soon as possible to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk).