



Applicant Information Pack

CLEANER



Headteacher Letter to Applicants

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest 'Maths Block' opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a 'feel' for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others' conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of 'Priory Life'. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into **Selfless, Self-Assured, and Successful** individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join the Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Alison Pope
Headteacher



Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and a fourth school, Thomas Adams, joined us in March 2020. Thomas Adams is in Wem and is an 11-18 comprehensive state boarding school, with approximately 1200 students. In April 2021 we were joined by William Brookes School an 11-18 school in Much Wenlock. We have hopes of further growth in the near future. The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources, and expertise, for the added benefit of the students in the Trust.

“The value of the individual, the benefit of the team”

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character, and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Job Description



Title of Post:	Cleaner and First Aid Cover
Post Status	Fixed Term for 6 months
Grade and SCP	Grade 1 SCP 1
Accountable to:	Site Manager / Cleaning Supervisor

Main purpose

Under the direction of the Cleaning Supervisor provide a clean and hygienic environment. Duties may include cleaning in all types of rooms, including offices, classrooms, halls, corridors, cloakrooms, and toilets.

Provide first aid for both staff and students, as and when required, under the guidance of the School Matron.

Duties and Responsibilities

- To be responsible for cleaning certain parts of the school site as allocated by the Site Manager (this may vary from time to time).
- To use cleaning materials as instructed by the Site Manager.
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.
- Spot cleaning of spillages.
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass.
- Emptying and cleaning bins.
- Cleaning toilets including sanitary fittings and surrounds.
- Mopping and spray cleaning hard floor surfaces, also put out warning signage.
- Wiping and polishing and straightening furniture.
- Replenishing janitorial supplies in toilets, etc.
- Windows to be cleaned periodically.
- Checking and closing windows, switching off lights after work.
- All defects/hazards must be immediately reported to the Site Manager or Business Manager.
- During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.
- To be available for first aid in the event of an emergency.
- To support matron in providing medical support to staff and students.
- Maintain a record of first aid/medical incidents.
- Report all accidents or near misses to the Business Manager and complete the

necessary paperwork.

- To carry out a lunchtime duty in the dining hall, supervising students and ensuring tables are left clean and clear of litter after each sitting.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard in literacy and numeracy. 	<ul style="list-style-type: none"> • First aid qualification
Work or relevant experience		<ul style="list-style-type: none"> • General cleaning experience.
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of relevant equipment/resources • Ability to relate well to children and adults. • Knowledgeable of health and safety procedures and precautions • Awareness of health and hygiene procedures • Ability to identify own training and development needs and co-operate with means to address these. • Ability to work alone or as part of a team 	<ul style="list-style-type: none"> • Awareness of COSHH regulations
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role 	
Personal qualities	<ul style="list-style-type: none"> • Positive and pro-active 	<ul style="list-style-type: none"> • Flexibility and reliability.
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

Further Information

There is a Teaching School Alliance, which runs through The Priory School leadership team as well as a Maths Hub; this enables the school to evolve through an outward-facing philosophy.

Our Teaching School Alliance is a very successful and interesting part of the school – we have around 25 Initial Teacher Trainee graduates, a comprehensive CPD programme (some of which is delivered by our teachers) and we were a leading proponent of a £500,000 school to school support bid, through the SSIF project. We have been successful in our bid to be the lead school for the Teaching School Hub: Shropshire and Telford and Wrekin, working collaboratively with the other teaching school alliances across the area. This signals a very exciting new chapter for the school in its contribution to the wider development of teaching and support staff across the local area.

Our Maths Hub work, which arises through our Teaching School status, covers Shropshire, Herefordshire and Wolverhampton, and has seen significant growth and success since its inception in 2014.

The Appointment Process

Applications will only be accepted from applicants completing the Application Form in full. We do not accept CV's in support of an application.

The Application Form can be found on our website or alternatively can be requested or collected from the school, and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: Midday Wednesday 4th August 2021

Interviews: Thursday 5th August 2021

If you have any questions based on any aspect of the appointment process, need additional information, please contact Jo-Anne Kewell, PA to Headteacher/HR Administrator, on 01743 284000.

Please return completed applications to: HR Admin, at: hr@tpstrust.co.uk or applications can be returned to The Priory School Trust, Longden Road, Shrewsbury, SY3 9EE

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.