

# Leek High School

INSPIRE BELIEVE ACHIEVE



October 2021

Dear Applicant

We are seeking to appoint three energetic and motivated cleaners at Leek High School.

|                       |   |
|-----------------------|---|
| <b>Position:</b>      | <b>Cleaner, three posts available @ 12 hours each</b>   |
| <b>Start Date:</b>    | <b>October 2021</b>   |
| <b>Contract Type:</b> | <b>Fixed term</b>   |
| <b>Hours:</b>         | <b>12 hours per week per post (37 hour contract) plus 20 days (pro rata) Clean Down during school closure periods. Term time hours: Monday to Friday between 3pm – 6pm, specific times tbc at appointment</b> |
| <b>Pay:</b>           | <b>Grade 1, SCP 1 - Full time equivalent salary: £17,842 per annum, Pro rata salary £5,360, £9.25 per hour</b>  |
| <b>Allowance:</b>     | <b>n/a</b>  |
| <b>Location:</b>      | <b>Leek High School; however, you may on occasions be required to cover duties at other schools across the Trust</b>  |
| <b>Line Manager:</b>  | <b>The Cleaning Supervisor</b>  |

The ideal candidate will:

- have experience within the role, though this isn't essential as training will be provided
- be able to follow instructions
- be flexible
- be motivated, self-driven and have an eye for detail
- have high expectations of themselves and their team
- be a team player
- have excellent communication skills

You are required to work 12 hours per week between the hours of 3-6pm, Monday to Friday plus an additional 20 days clean down (pro rata) during school closure periods. You will report to the Cleaning Supervisor and will ensure that the cleaning standards required within school are upheld.

The Cleaning Team handle all cleaning requirements within the school. Duties will include but are not limited to: sweeping, hoovering, general cleaning and sanitising in all areas within school, emptying bins, sanitising touch points such as door handles, push plates, hand rails, etc., window cleaning at safe levels, and tackling any other spillages, mess, etc. as required around the school site. You will be provided with the required training and PPE and are expected to comply with COSHH and H&S practices at all times.

Springfield Road | Leek | Staffordshire | ST13 6EU

T: 01538 225050

E: [enquiries@lh.leekfederation.org.uk](mailto:enquiries@lh.leekfederation.org.uk)

www: <https://lhs.tlft.org.uk>

To apply please complete the application form to [recruitment@ttl.org.uk](mailto:recruitment@ttl.org.uk)

Queries to Thirza Eades, Office Manager, [teades@ttl.org.uk](mailto:teades@ttl.org.uk) or 01538 225050.

**Closing Date: Sunday 31<sup>st</sup> October 2021 with interviews taking place w/c 1<sup>st</sup> November 2021.**

**We do not accept CV's.**

The Talentum Learning Trust is an equal opportunities employer committed to safeguarding and promoting the welfare of children and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Shaw', with a long horizontal flourish extending to the right.

Mr Andrew Shaw  
Executive Headteacher & CEO