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## Cleaning Assistants

Monday to Friday 3pm – 6pm or 6am - 8:30am

£14.18 Casual hourly rate, including holiday pay

£12.65 Contract hourly rate, with paid annual leave

Closing date: Ongoing

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### MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School and Brightwell-cum-Sotwell Primary School. Both schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our schools have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

### Cleaning Team Responsibilities

- To clean daily in allocated classroom areas, all floors, either by vacuuming or sweeping/mopping, empty all bins, dust surfaces.
- To vacuum allocated corridor and sweep/mop stairs.
- Assist in other areas of the school site as required.
- Restock and clean toilets in designated areas.

*Sending every young person into the world able and qualified*

- To ensure that all waste/rubbish bins in corridor are emptied, assisted by the caretakers.
- To work during holidays for the annual deep clean of the school.
- To inform the Line Manager of incapacity to work prior to expected hours of work.
- To liaise with the Line Manager over summer holiday working hours and all tasks that must be completed within this time.
- Ability to adjust to different cleaning regulations reflecting the current climate as and when they happen and as required by your supervisor/school.
- Duties reasonably assigned by the School Business Manager of Facilities Manager, which fits with the scale and post holder's skills and experience.

### **Health and Safety**

- To ensure that all cleaning staff comply with Health and Safety Legislation, The Health and Safety Policy of Wallingford School and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities.
- Report any breaches of safety regulations/policies or other safety concerns noticed to the Facilities Manager, to enable the School and grounds to be safe for students, staff and other users to use.
- Brief cleaning staff on any Health and Safety issues
- Maintain Safe working practices within the domestic department

### **Pension Details**

Please visit [www.lgps.org.uk](http://www.lgps.org.uk) and [www.oxfordshire.gov.uk/pensions](http://www.oxfordshire.gov.uk/pensions) for details of our Local Government Pension scheme.

### **Terms & Conditions**

Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees.

This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

### **General Points**

You will be able to contribute to the Local Government Superannuation Scheme.  
Applicants should be aware that the School operates a non-smoking policy.

Wallingford School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also The Asylum and Immigration Act ID checks.

For further information and an application form please phone 01491 829802 or e-mail us on [recruit@wallingfordschool.com](mailto:recruit@wallingfordschool.com).

We look forward to receiving your application.

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