

# Information for Prospective Candidates

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**MARCH 21 2025**

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**Position: Cleaning Operatives and Midday Supervisors**

**Contracts: Part-time hours. Term-time only**

**Deadline: Please see the closing date on the website**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Cleaning Operative and/or Midday Supervisory Assistant (MDSA)**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

**CLOSING DATE:** Please refer to the closing date on the school website  
**START DATE:** As soon as possible, subject to all pre-employment checks and references  
**INTERVIEWS:** Arranged as applications are received  
**HOURS OF WORK:** We have the following hours available:

*Please indicate on your application form which role you are applying for.*

## Cleaning Operatives

**Role 1:** 4 hours per day Monday to Friday 2pm - 6pm. Term-time only.

**Role 2:** 2 hours per day Monday to Friday 3pm - 5pm. Term-time only

## MDSAs

**Role 3:** 2 hours 20 minutes per day Tues and Thurs only. 11am - 1.20 pm. Primary dining hall. Term-time only.

**Role 4:** 2 hours 15 minutes per day Monday to Friday 12 pm - 3 pm (with a 45-minute unpaid break 12.45 - 1.30). Primary & Secondary dining halls. Term-time only.

**Role 5:** 1 hour per day Monday to Friday 2pm - 3pm. Secondary dining hall. Term-time only.

**Please note: Applications will be screened as they are received, and interviews may be offered before the closing date. Early application is therefore advised.**

We are looking to appoint School Cleaning Operatives and Midday Supervisory Assistants (MDSAs) to work within our Estates Team and carry out cleaning and other associated duties.

- Do you enjoy working in a busy and varied environment?
- Are you someone who likes working as part of a small team within a large organisation?
- Are you flexible, resilient and able to work quickly and efficiently?
- Do you understand the importance of safeguarding young people?

If the answer is yes, then Gildredge House would like to meet you.

At Gildredge House each individual is known and valued. You will join a strong team of inspirational staff working within an environment that is both stimulating and fun. If you take pride in your work and have the ability to prioritise and manage your time effectively, then we would love to hear from you.

**Starting Salary:** Gildredge House Support Staff Scale 2024-2025, Grade 2 Point 4. Full-time equivalent salary is £23,656 per annum. Actual salary is pro rata and depends on the contracted hours. The hourly rate is £12.26 per hour.

**Contract:** Term time only contracts are paid for 43.2 weeks per year, which include paid holiday, including bank holidays.

There may also be additional hours available during school holidays.

Other benefits: LGPS Pension Scheme, Parking, Uniform provided.

If you are interested in the position, please download the Application Pack on our website.

Please complete the Application for Employment Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 09.00am on the closing date.

If you wish to discuss the post further, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK and a satisfactory Enhanced DBS with Children's Barred List check and a Declaration of Disqualification under the Childcare Act 2006.

## **Cleaning Operative: Job Description**

### **Main Responsibilities, Tasks and Duties**

1. To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Executive Head Teacher or nominee.
2. To operate cleaning machinery in accordance with instructions.
3. To dilute and use cleaning materials as instructed.
4. To collect and remove waste/rubbish from work area to collection point as directed.
5. To clean and maintain cleaning equipment as instructed.
6. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
7. To comply with instructions relating to security and confidentiality.
8. To carry out the above duties in accordance with Gildredge House Equal Opportunities Policy.

### **General Expectations**

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

### **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

#### Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School’s Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- A uniform is required to be worn for this role, and this will be provided.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher from time to time, which are commensurate with the grade.

#### Cleaning Operative: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE English and Mathematics		✓
PERSONAL QUALITIES	Essential	Desirable
Able to follow instructions	✓	
Have knowledge of Health and Safety in the workplace		✓
Ability to prioritise work	✓	
Ability to manage time effectively	✓	
Ability to communicate clearly with a wide range of people	✓	
Ability to work without supervision and show initiative	✓	
Work as part of a team	✓	
Be flexible to changing demands of the post	✓	
Take pride in a job well done	✓	
Demonstrate a positive attitude to work	✓	✓
Must be in good health, due to the physical nature of the role	✓	

#### Middy Supervisor: Job Description

**General:** To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

#### Main Responsibilities and Tasks:

- To supervise students in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school’s policies and procedures.


- To supervise the movement of students to and from dining/play areas, including any personal hygiene requirements.
- To maintain good behaviour in dining, dry/wet play areas.
- To assist students, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist students, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To organise and or supervise lunchtime play activities.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

### Mid-day Supervisor : Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE English and Mathematics		✓
General First Aid		✓
<b>PERSONAL QUALITIES</b>		
Ability to supervise children fairly	✓	
Willingness to organise lunchtime activities	✓	
Basic knowledge of child development		✓
Ability to respect confidentiality	✓	
Ability to work independently and as part of a team	✓	
High level of enthusiasm, motivation and commitment to working with children	✓	
Well organised	✓	
Excellent interpersonal skills	✓	
Ability to deal with incidents calmly	✓	
Regular attendance and punctuality in previous employment	✓	
An understanding of and commitment to equality of opportunities	✓	
Willingness to support and adhere to Gildredge House policies	✓	

No previous experience is required but the ability to establish positive expectations of student behaviour, good relationships with staff and students, and sensitivity to students' personal needs is important.

**Our mission: Aspire**



If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and, most importantly, which makes sure each student reaches their full potential.

The deadline for applications is **indicated on the website**. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on the closing date.

**We look forward to hearing from you.**

Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>