



ALDERLEY EDGE
SCHOOL FOR GIRLS

CLEANER
(part time)

Required as soon as possible

INFORMATION FOR APPLICANTS

Introduction from our Headmistress

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. 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.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

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.

The School has been awarded Apple Distinguished Status and is an 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.

C Wood

Mrs Caroline Wood
Headmistress



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.

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.

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.

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.



Current Staffing

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

Accommodation

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

The School's outdoor courts have been completely refurbished, along with the Junior 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. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





Cleaner – Part Time

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).

Person Specification: Cleaner		
	Essential	Desirable
	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
Experience	Previous experience of cleaning in a large establishment Experience of working in a team	
Knowledge and Skills	Knowledge of COSHH Regulations Good understanding of Health & Safety at Work legislation and good	

	working practices or willingness to learn	
Personal Qualities	<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>	
Safeguarding	<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>	

I confirm I have read and understood the job description and person specification.

Name:

Signature:

Date:



ADDITIONAL INFORMATION

Terms and Conditions of Employment

Salary

£11.44 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, 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.



ALDERLEY EDGE
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