

ERSKINE STEWART'S MELVILLE SCHOOLS



CLEANER

Erskine Stewart's Melville Schools (ESMS) are recruiting for a number of part time cleaning positions to join our friendly and committed cleaning team on a permanent basis. The postholders will work across the Queensferry Road and Ravelston sites.

We have a cleaning team of 42 operatives a number of whom have worked at ESMS for over 15 years. Our teams are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions that our employees make to school life. We invest in the training and development of our employees and we support their ambitions so that they can flourish professionally and personally.

Hours of Work	Monday to Friday 3.00pm to 9.00pm. A paid working week of 30 hours.
Salary	£10.95 per hour (£17,127 per annum).
Location	The postholders will work across the Queensferry Road and Ravelston sites.
Contract type	Permanent, part time.
Holidays	Excellent annual leave entitlement with 25 days holiday leave and 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December.

PACKAGE & BENEFITS

- Full uniform and safety shoes will be provided.
- Full training programme including Health and Safety training, COSHH training and machinery training.
- Access to facilities (swimming pool and fitness room) outside School time and when available.
- ESMS Discount and Benefits Scheme with discounts and offers at over 130,000 retail and entertainment locations across the UK including:
 - Exclusive discounts at 6 major supermarkets.
 - Exclusive deals at over 100 high street chains.
 - Money-saving offers at 26 restaurant chains.
 - Up to 40% discounts on cinema tickets at Cineworld, Odeon and VUE.
 - Exclusive deals on Sky Store.

This year, ESMS are winners of the Independent Schools of the Year Award in the Performing Arts, Music and Drama category. Independent Schools of the Year Awards showcase transformative and innovative projects from schools across the UK and we are immensely proud that the work of our staff and students has been recognised in this way.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

This is an open vacancy. Due to the immediate requirement for this role, interviews will be held as and when suitable applications are received and we would therefore encourage early applications.

THE POST

Basic Function	The Cleaner will be required to carry out a daily clean of classrooms, toilets, offices, corridors, staffrooms and sports facilities. A deep clean of all areas is carried out during school holidays.
Accountability	The Cleaner will be accountable to the Head of Domestic Services and the Cleaning Supervisors.
Relationships	The Cleaner will work within the Cleaning team and alongside the Cleaning Supervisors, janitors, teachers, pupils and other members of staff.
Authority	The Cleaner has authority and responsibility as delegated by the Head of Domestic Services and other promoted staff.
Professional Development	Willingness to undertake training and continuous professional development and to keep up to date with relevant initiatives related to the running of the Schools. Training includes Health and Safety training, COSHH training and machinery training.

WHAT YOU WILL DO

You will deliver a high-quality cleaning to help create a safe and healthy environment across various buildings and locations. Your range of duties will include:

- Corridors, Walkways, Classroom cleaning.
- Staff rooms and communal areas.
- Emptying waste bins, transporting waste to designated collection points.
- Dusting, damp wiping and touch point cleaning.
- Sweeping, vacuuming and mopping floor areas.
- Washroom, changing room cleaning.
- Use of cleaning machinery may be required – full training provided.

REQUIRED SKILLS

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Previous cleaning experience is preferred	<ul style="list-style-type: none">• Previous experience of working in a school setting
Skills/ Abilities/ Competencies	<ul style="list-style-type: none">• Ability to use cleaning equipment and machinery• Good physical ability• Good communication skills• Able to work as part of a team or independently• Ability to multi-task and prioritise own workload with good attention to detail• Self-motivated and organised	
Personal Attributes	<ul style="list-style-type: none">• Discretion and confidentiality	

OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

ESMS reserves the right to withdraw this position at any time.

APPOINTMENT PROCEDURE

Applicants must complete the Support Staff application form and the Equal Opportunities Monitoring form and submit a CV to be considered for this position. Please submit the forms and the CV to recruitment@esms.org.uk

Any enquiries about this position should be directed to Vanessa, HR Assistant at recruitment@esms.org.uk.

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