



# St Mary's Music School

## EDINBURGH

### **POST OF PART-TIME EVENING CLEANER (TERM-TIME ONLY)**

#### **Job Description & Areas of Responsibility**

- Clean teaching and office areas of the school
- Assist with laundry
- Adhere to COSHH regulations
- Promote and help to safeguard the health, welfare and safety of pupils, staff and visitors
- Cover for kitchen staff absences
- Undertake appropriate and agreed training and maintain a personal record
- Other tasks as requested by the Maintenance Manager, Bursar or Headteacher

#### **Hours of Work**

4 hours per week, 2pm-6pm Saturday, during the school session (approximately 35 weeks per year).

#### **Place of Work**

In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

#### **Rate of Pay**

£11.00 per hour, with an increase after 6 months of service. Salary is payable by credit transfer, monthly in arrears.

Pay rates will rise in line with the equivalent Scottish Living Wage.

#### **Pension**

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 8.0% of salary. Employees may choose to opt-out at any time.

## Holidays and Holiday Pay

7 weeks (7 days) paid holiday per annum to include statutory holidays.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

## Sick Pay

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	Service completed on first day of absence	Service completed on first day of absence
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

## Medical Examination

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

## Disclosure of Criminal Convictions

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

## **Grievance Procedure**

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

## **Disciplinary Procedure**

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

## **Probationary Period**

26 weeks from first day of work.

## **Notice**

Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.

## **Applications:**

Application form and covering letter should be sent by email or post to:

Mrs Lyn Bryce  
HR Assistant  
St Mary's Music School  
Coates Hall  
25 Grosvenor Crescent  
EDINBURGH EH12 5EL

Email: [vacancies@st-marys-music-school.co.uk](mailto:vacancies@st-marys-music-school.co.uk)

## **Closing Date for Applications:**

Applications will be considered as they are received.

## **Start Date:**

As soon as possible