



St Mary's Music School

EDINBURGH

Post of Saturday Cleaner (Term-Time only)

Job Description & Areas of Responsibility

Cleaner

- Clean teaching, office and toilet areas of the school
- Adhere to COSHH regulations

General Duties

- Promote and help to safeguard the health, welfare and safety of pupils, staff and visitors
- Undertake appropriate and agreed training
- Other tasks as requested by the Facilities Manager, Boarding House Staff, Bursar or Headteacher

Hours of Work

3 hours per week, normally 2pm to 5pm, during the school session when Saturday Music Classes are running (approximately 30 weeks per year).

Out of term-time, there may be additional work for up to four weeks in the summer.

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

£8.75 per hour. Salary is paid on an hourly basis in arrears, on submission of a completed pay claim.

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 17.2% of salary. Employees may choose to opt-out at any time.

Holidays and Holiday Pay

You will be entitled to all normal school holidays after each School Term when pupils do not attend the School, other than those days which are required for the completion of your duties. You will be paid for such holidays at the end of the School term at the rate of £1.36 per hour for every hour worked and claimed during that School Term, this is subject always to the provisions of the Working Time Regulations 1998.

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 check with the Criminal Record Office whether or not they have a criminal record. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, spent convictions are excepted when the convicted person is concerned with the accommodation, care, leisure and recreation facilities and schooling of young persons aged under 18.

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 Period

Between 4 and 13 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:

Miss Stacey McAleer
HR & Finance Administrator
St Mary's Music School
Coates Hall
25 Grosvenor Crescent
Edinburgh
EH12 5EL

Email: vacancies@st-marys-music-school.co.uk

Application forms returned by email will be required to be signed at interview stage.