



**School Cleaner**

 **Application Pack**

***Limitless learning; infinite possibilities***

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Letter from Aaron Wanford, Headteacher, Green Ridge Primary Academy

Dear Candidate,



I am delighted that you have expressed interest in the post of Cleaner at our new academy.

**Overview**

At Green Ridge Primary Academy, we are looking for a School Cleaner who will work as part as a team, undertaking various cleaning duties throughout the school to ensure our children’s learning environment is always clean.

**About us**

Green Ridge Academy is a new primary school built on Berryfields. From September 2024, the academy will be three-form entry from Nursery through to Year Two, taking children from aged 2-11, and two-form entry in Key Stage 2 as we continue our preparations to become fully three-form. Whilst the school currently has the capacity for over 500 children, this is an exciting time at Green Ridge, as we continue to grow our site is being expanded with the additional capacity so that by September 2024, our building will be able to accommodate over near 700. Exciting!

The academy is now looking to appoint a new Cleaner to join us from September 2024 as we continue to expand and to be part of the unique opportunity to build and grow the school from its infancy. There is no doubt about it, setting up the academy from scratch takes vision, dedication and hard work, but being part of that exciting and rare journey will be very rewarding to see the academy take shape over the next few years. To see more information about the school, including design plans of the school, please visit our website [www.greenridgeacademy.co.uk](http://www.greenridgeacademy.co.uk).

**Aaron Wanford**

**Headteacher, Green Ridge Primary Academy**

# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Cleaner at Green Ridge Primary Academy**

**About the role**

We are seeking a hard-working and dedicated a School Cleaner to work in our friendly school. You will work as part as a team, undertaking various cleaning duties throughout the school to ensure our children’s learning environment is always clean. For a successful candidates we offer permanent contract working on a part-time basis starting in September 2024 (or sooner by mutual agreement).

**In particular, successful applicants should have:**

* Experience of similar work
* Ability to work constructively as part of a team
* Ability to relate well to children and to adults
* Good organising and prioritising skills
* Ability to keep accurate cleaning records
* Evidence of a commitment to safeguarding and promoting the welfare of children and young people
* Ability to work flexibly to suit school needs

**You should:**

* Have good communication skills
* Have the ability to use initiative
* Be willing to undertake direction and guidance
* Be ready to work as part of a team
* Use time effectively to ensure all spaces are ready for learning

**Weekly Working Hours**

* **Cleaner**  – working 25 hoursper week (ideally 4.00-9.00pm daily, 5 x 5 hours across the week)
* Term time only plus INSET Days

Please note that the school is flexible regarding the working hours for the right candidate. For example 6.00-9.00pm (or anytime between 4.00-9.00pm) and a 7.00-9.00am as a split shift, as cleaning can continue before the school re-opens in the morning. However, we would need the five hours to be worked between 4.00-9.00pm (when the school closes) and between 7.00am (when we open) and 9.00am (when school starts).

**In return we can offer:**

* A commitment to you and your professional development
* Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
* A growing learning community
* Encouragement to develop new ideas and the opportunity to make a real difference

**Background about the School**

Green Ridge Academy is a new primary school built on Berryfields. From September 2024, the academy will be three-form entry from Nursery through to Year Two, taking children from aged 2-11, and two-form entry in Key Stage 2 as we continue our preparations to become fully three-form. Whilst the school currently has the capacity for over 500 children, this is an exciting time at Green Ridge, as we continue to grow our site is being expanded with the additional capacity so that by September 2024, our building will be able to accommodate over near 700. Exciting!

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Green Ridge Primary Academy](https://www.greenridgeacademy.co.uk/) or [the REAch2 Website](https://www.reach2.org/).

As a member of the REAch2 Trust, a national family of primary academies, Green Ridge Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Green Ridge Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Lauren Curtis-Cross, Office Co-Ordinator at office@greenridgeacademy.co.uk or telephone 01296 326320 option 2. Completed applications should be sent via e-mail to recruitment@reach2.org by 12 noon on **Monday, 13th May 2024.** We regret that any applications received after this time and date may not be included in the short-listing process. Short-listed candidates will be invited for interviews. Please note that the academy reserves the right to interview before the closing date if suitable candidates apply, and so we encourage all applicants to apply well-before the closing date.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately. Green Ridge Primary Academy has a rigorous Safeguarding policy and is committed to the welfare of every child. Consequently, all short-listed candidates will be asked for two references before interview, and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required. Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

**Green Ridge Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS Check and satisfactory written references.**

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Monday, 13th May 2024, 12.00pm*Please be aware that we reserve the right to interview ahead of the closing date if suitable applications are received.* |
| **Interviews:**  | Tuesday 21st May 2024 |
| **Contract details:** | Permanent  |
| **Working hours** | Part-time, 25 hours per week, term-time only + INSET days |
| **Salary:**  | Bucks Pay Scale Range 1B, SCP 6-10 (Full-time equivalent of £23,297-24,223). Actual salary £13,361-£13,892 |
| **Start date:** | September 2024 (or sooner by mutual agreement) |

*If you have not heard from us within one week of the deadline, please assume that you have not been successful on this occasion.*

*For candidates selected for formal interview, you will be informed after shortlisting and full details of the interview programme will be provided.*

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post: Cleaner**

**Responsible to: Facilities Supervisor**

**Core Purpose**

To work under the direction and instruction of senior staff to undertake individually, or as part of a team the cleaning of designated areas to ensure they are kept in a clean and hygienic condition.

**Responsibilities**

**Maintenance and Cleaning**

Carry out cleaning tasks to include:

* Mop sweeping
* Single solution mopping
* Buffing
* Spray cleaning
* Suction cleaning
* Damp wiping
* Waste disposal
* Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness
* Cleaning of fixtures and fittings.
* Use of appropriate cleaning equipment and machinery.
* Ensuring the safe use of chemicals, machinery and equipment whilst carrying out the cleaning function in line with current legislation, standards and REAch2 policies and procedures for Health and Safety in accordance with training provided.

**Support to School**

* Promote and safeguard welfare of children and young persons.
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate safeguarding personnel.
* Be aware of and support equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals
* Attend and participate in training and other learning activities and performance development as required

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| Right to work in the UK | **\*** |  |
| Enhanced DBS Check | **\*** |  |
| **Knowledge/Qualifications and experience** |
| NVQ Level 1 in Cleaning or similar |  | \* |
| Good standard in literacy and numeracy |  | \* |
| Awareness of Health and Hygiene procedures |  | \* |
| Awareness of COSHH Regulations |  | \* |
| Experience of similar work  | \* |  |
| **Skills, abilities and personal attributes** |
| Ability to work constructively as part of a team | \* |  |
| Ability to relate well to children and to adults | \* |  |
| Good organising and prioritising skills | \* |  |
| Ability to keep accurate cleaning records | \* |  |
| Able to work flexibly to suit school needs | \* |  |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people | \* |  |
| Commitment to promote and support the aims of REAch2  | \* |  |