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Cleaner

Borden Church of England Primary School, School Lane, Borden, Sittingbourne, Kent ME9 8JS

INFORMATION



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Dear Applicant

Thank you for expressing an interest in joining us at Borden Church of England Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We are a small school of 140 pupils with a cohort intake of just 20. In Year 2 and Year 5, our children are split between two classes. We make the decision on which class the children will join based on our expert knowledge of each individual - academically, socially and emotionally. Our teachers are skilled and experienced in planning for mixed age range classes and work closely to plan programmes within their phase that meet the needs of each child as an individual. Our small size and small cohorts ensure that our staff know every single child extremely well. We know their interests, their likes and dislikes, their strengths and areas for development. Every child in our school knows that they are valued in our school family and that they are loved. For their first year at school, being in the small cohort size helps our children manage the transition to primary school with ease and provides them with space to learn and grow. In such a small class, they receive a great deal of teacher time all year, but particularly during those first few weeks to help them settle to the new routines of school. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Borden CE Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.borden.kent.sch.uk or contact the office: office@borden.kent.sch.uk (t: 01705 472593).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Miss Georgie Ingram
Headteacher



Job Title: Cleaner

Grade: KR2

Salary: £5,198.69 pro rata

Hours: Monday to Friday, 3.30pm
to 5.30pm

Permanent Contract

ADVERT



A vacancy has arisen for a term time only Cleaner to join the school team at Borden CE Primary School which is part of Our Community Multi Academy Trust.

It is for 10 hours per week Monday to Friday 3.30 – 5.30. Term Time only.

The successful candidate will be responsible for cleaning and maintaining areas of the school in a timely manner to uphold high standards of cleanliness and hygiene throughout. They will provide a comprehensive cleaning service to allocated areas and are expected to have experience of cleaning to a high standard, working within set routines and perform allocated duties in line with health and safety regulations.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will

- Be punctual
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Josie Boland, via telephone on 01795 472593 or via email at office@borden.kent.sch.uk

Job Title: Cleaner

Grade: KR2

Salary: £5,198.69 pro rata

Hours: Monday to Friday, 3.30pm
to 5.30pm

Permanent Contract

JOB DESCRIPTION



Purpose of the job

Clean and maintain areas of the school in a timely manner, under the direction of the Headteacher, to uphold high standards of cleanliness and hygiene throughout.

Key duties and responsibilities

Provide a comprehensive cleaning service to allocated areas including dusting, vacuuming, washing floors, emptying bins and other similar tasks to maintain a high standard of cleanliness and hygiene at all times. Replenish hand towels, toilet rolls and soap to ensure areas are clean, neat and tidy.

Maintain clean toilets to ensure hygiene standards are met. Collect and dispose of waste.

At all times, perform allocated duties in line with health and safety regulations.

- Follow school health & safety policies and guidelines, ensuring that cleaning is carried out in a safe manner and that any risks and hazards are reported appropriately.
- When using chemicals or other hazardous substances, perform duties in line with COSHH regulations.
- Operate domestic and industrial cleaning equipment in a safe way.
- Report any defects to the site manager to enable repairs to be carried out.
- Store equipment and materials safely and securely.

Undertake specialised cleaning programmes, during school closures. Complete a deep clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, polishing wooden floors, machine scrubbing non-slip etc to ensure all areas are clean and fresh.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.

Be aware of health and safety issues within the Trust and its individual schools and how they impact on pupils, staff and visitors to the school. Maintain confidentiality and discretion in all aspects of work.

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children.

Any other work requested by, and deemed appropriate by, management.

This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Cleaner

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education		<ul style="list-style-type: none"> GCSE grade A*-C in English and mathematics
Experience	<ul style="list-style-type: none"> Previous experience of cleaning to a high standard Previous experience of working with cleaning machinery and chemicals 	<ul style="list-style-type: none"> Previous cleaning experience in an education setting Knowledge of basic health and safety rules and regulations including manual handling
Skills	<ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of children Evidence of successful team working Able to recognise the importance of ensuring a safe and secure environment Good communication skills Demonstrably professional, honest, loyal and hard working Able to manage own time effectively and prioritise workload. Able to use cleaning machinery safely. Able to undertake flexible working patterns including evenings and weekends Able to travel between sites. Able to maintain confidentiality 	<ul style="list-style-type: none"> Knowledge of basic health and safety rules and regulations Knowledge of relevant school policies which keep children safe in education EG Safeguarding and Child Protection
Personal attributes	<ul style="list-style-type: none"> Discreet Good sense of humour Good time keeping and attendance. Appropriate levels of personal presentation Self-motivated and pro-active 	
Values	<ul style="list-style-type: none"> Commitment to Trust's aims and values Commitment to continuous personal development Honest and reliable, displays integrity and commitment to the Trust. To enrich children's lives 	

PERSON SPECIFICATION



OCMAT OVERVIEW

We believe that every part of the body is valuable and integral to the whole (1 Corinthians 12: 14-16). Therefore, we will create a community of schools that, whilst being diverse and unique in their own context, will ensure every child receives the highest quality educational experiences and pastoral support. At the heart of our Trust's vision is a belief in educational excellence, the belief that Our Community Multi Academy Trust is called to serve pupils, staff, families, and the local community by providing places where children develop and thrive academically, socially, culturally, and spiritually in the safest environments possible.

Our Community Multi Academy Trust is committed to sustaining high quality schools. Our focus is to maintain a self-sustaining school improvement model that draws on a wealth of practice and expertise across the Trust facilitated by experienced school improvement leads. Pedagogical excellence is at the heart of our improvement model with a sustained focus on collaborative and mastery learning.

We will maintain and strengthen a shared culture which requires every member of our community, whatever their role, staff or pupil, governor, or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. This shared community culture will respect, uphold, and complement each school's distinctive ethos and character.

Belonging to Our Community Multi-Academy Trust offers greater opportunities for influence than single schools can achieve. Working together the Trust aims to be greater than the sum of its constituent schools. At the same time, we recognise the unique character of each of our schools and the important role they play with their local community. We will work tirelessly to maintain each school's status within their locality and strengthen their character and reputation.



THE COMPASSIONATE LEADER

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered



THE COLLABORATIVE LEADER

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust



THE COMMUNITY LEADER

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

OUR SCHOOLS

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

TRUST CENTRAL TEAM

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

EYFS Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form. Application forms can be found on the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies.

www.ocmat.org.uk

Mr David Whitehead, CEO, Our Community Multi Academy Trust

OUR COMMUNITY MULTI ACADEMY TRUST
C/O LYNSTED & NORTON PRIMARY SCHOOL
LYNSTED LANE
SITTINGBOURNE
KENT
ME9 0RL

Company No: 10842747

