

**Cleaner**  
South Borough Primary  
Information



## CONTENTS

Welcome	3
Job Description	4
Person Specification	5
<b>Working at South Borough Primary School</b>	<b>6</b>
How to find us	6
Application Process	7
Overview of Swale Academies Trust	9



# Welcome

Dear Applicant,

On behalf of the children, staff and Governors of the school, I would like to thank you for showing an interest in joining our South Borough community.

South Borough Primary School is located near to the town centre of Maidstone. Our school has been gradually expanding during recent years and has now reached capacity of at least 2 classes in each year group. We are very lucky to welcome families from a diverse range of backgrounds and cultures and work hard to ensure that our provision evolves all the time, to meet the needs of this community.

At the heart of all that we do are our school values of Respect, Kindness and Determination. These values are woven into all aspects of school life and are consistently role modelled by adults. Throughout the school, we use the Zones of Regulation curriculum routinely for every child to support them to manage their emotions and reinforce our expected behaviours using rewards such as Daily Top Banana and our very popular 'Power of Purple' award. We truly believe that children are not only here to learn academics but also essential social skills. Children are encouraged to see mistakes as learning opportunities. We follow a Restorative Approach to manage behaviour and deal with conflict. This approach focuses on developing positive relationships within the school and creates a safe, secure environment which enables children to reflect on the harm caused and consider what they could do differently next time.

The school's curriculum vision is to provide excellence, enjoyment and inspiration in all areas of learning. Our aim is to raise aspirations and increase life chances of all pupils whilst developing tolerance and appreciation for the diversity of our community. Children are empowered to express themselves in a variety of ways and contexts and encouraged to think 'outside the box'. Emphasis is placed on physical, social and emotional health to ensure an active body and healthy mind.

Ofsted last visited our school in April 2023. Inspectors celebrated the exemplary support that is given to disadvantaged pupils and those with SEN; the courteous and polite manner in which pupils conduct themselves and our successful curriculum which leads pupils to make good progress in all areas of their learning. They also noted that parents are overwhelmingly positive and value the opportunities that the children are provided.

Working at South Borough would give you an opportunity to work for a school that is committed to the development of staff in every step of their career. We have a bespoke program of induction for staff at all levels and have trust wide support to develop future leaders. Being part of Swale Academies Trust means that we link closely with other schools, which provides excellent opportunities for professional development and career progression.

The wellbeing of staff and pupils is at the forefront of everything we do. In June 2021, we were successful in achieving The Wellbeing Award for Schools, which is a national standard for positive mental health and emotional wellbeing. We value hugely the contributions that staff at all levels make to the outcomes of pupils and consider staff wellbeing a top priority in all decisions we make. We believe in consulting, having an open door policy and carefully monitoring staff workload to ensure that our team can be as happy and effective as possible. We understand the importance of home and professional life working in harmony and therefore pride ourselves on a 'no quibble' time off policy for staff to attend special family events.

We strongly encourage visits to the school and look forward to welcoming you. If you would like further information about the school, please visit our website ([www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)), our Twitter page or give us a call on 01622 752161.

Once again, thank you for showing an interest in South Borough Primary School.

Yours sincerely,



Mr M Currie  
Headteacher

# Job Description

**Job Title:** Cleaner  
**Grade:** SAT A  
**Responsible to:** Line Manager

**Purpose of the Job:**

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

**Key duties and responsibilities:**

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified / report serious hazards to line manager immediately.
- Collect and dispose of waste.
- Refill and replace soap, towels and other materials.

**Individuals in this role may also undertake some or all of the following:**

- Undertake specialised cleaning programmes during school closures or other designated periods.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

Qualifications	ESSENTIAL/DESIRABLE
Evidence of basic educational achievements or qualifications.	D
Experience	
Previous cleaning experience in an office or commercial setting.	E
Knowledge, Skills and Abilities	
Good organisational skills.	E
Able to recognise and to deal with emergency situations.	E
Ability to work independently or as part of a team.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"><li>• Manual handling</li><li>• safe use of machinery and / or equipment. COSHH</li><li>• First Aid and Hygiene Practice.</li></ul>	E
Use of a range of basic cleaning equipment, etc.	E
Able to communicate factual information politely and courteously.	E
Able to listen, observe and report information to the supervisor.	E



# Working at South Borough Primary School

## Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

## Well-Being

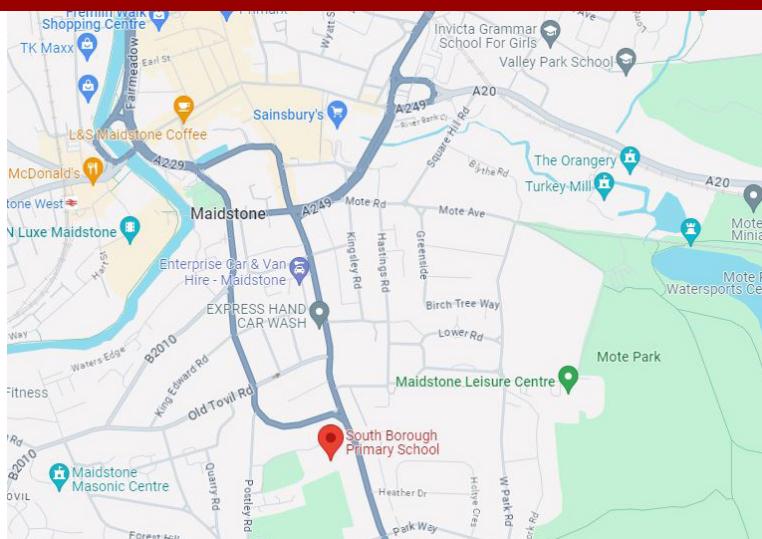
- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

# Finding Us

**South Borough Primary School**  
Stagshaw Cl, Postley Road, Maidstone ME15 6TL,  
01622 752 161  
sbps\_office@swale.ac.uk

**Closest Train Stations:**  
**Maidstone West Station** - Approx. 24 minute walk  
**Maidstone East Station** - Approx. 30 minute walk

**Closest Bus stop:**  
**Sheal's Crescent** - 5, 12, 13, 14, 27, 59, 82, 89, 527, 576  
**Postley Road** - 5, 12, 13, 14, 27, 59, 89, 527, 576





## **The Application Process**

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to [Laura.Best@swale.ac.uk](mailto:Laura.Best@swale.ac.uk) or by post to the following address:

Mrs Laura Best  
South Borough Primary School  
Stagshaw Close  
Postley Road  
Maidstone  
ME15 6TL

## **The Shortlisting and Interview Process**

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. South Borough Primary School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any 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, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous 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 a teaching role in past employment.



## **Safeguarding**

Our Trust 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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



# Swale ACADEMIES — TRUST