



# Temple Mill Primary School

## Recruitment Pack Cleaner



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme &amp; Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



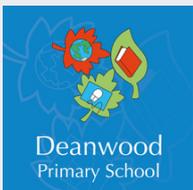
# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to Temple Mill Primary School



We are a proudly inclusive school, and our aim is to equip children with the skills, knowledge and understanding to enable them to make informed decisions about the important things in their lives.

We are a single form entry school with eight classes, from Nursery to Year 6. As a small school, we soon get to know each other and we are pleased to enjoy positive partnerships with our parents and families.

At Temple Mill, we aim to provide the children with a curriculum which is broad, well balanced and above all stimulates the children to learn. To serve our pupils, our curriculum is designed to give our children a foundation of an appreciation of the local environment and their own life experience, then build from here to enable them to explore how this relates to the wider world and the possibilities that they will find there.

Our curriculum is designed to enable pupils to develop the social skills to self-regulate and function as independent members of society who are able to make decisions for themselves, resolve minor conflicts between themselves and their peers, and have the emotional literacy to understand a situation from another's perspective. A focus on developing oracy underpins our curriculum and seeks to build children's confidence and self-worth; this is seen as the foundation for their successful future. The well-being of our school community is promoted through the themes of kindness, respect and working together, which is enhanced by the active inclusion of personal development activities such as mindfulness, debate and participation in events such as class assemblies. Children are challenged in their learning, whatever their starting point, and are supported to become the best they can be.

*Mrs Willson, Principal*



  
NOR  
251

  
Age Range  
3-11

  
PP  
20.7%

  
FSM  
19.5%

  
SEN  
19.9%

  
EAL  
12%

# Job Description

Job Title: Cleaner  
Contract Type: Part time, Permanent  
Remuneration: NJC E2 points 2-3

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

**Personal and professional conduct**

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

**Purpose of the Job:**

To work as part of the premises team to maintain the cleanliness of the school site, ensuring it is safe, presentable and a pleasant place to be. To perform all cleaning duties in line with the cleaning specifications for the site including maintaining the cleanliness of classrooms, offices, toilets and equipment daily.

**Key responsibilities:**

- Day to day cleaning responsibilities in line with the cleaning specification
- Ensuring that chemicals are handled, used and stored correctly following COSHH assessments
- Being a key member of the team completing deep cleans, including stripping back and scrubbing floors and surfaces, removing chewing gum and graffiti and deep cleaning heavy use areas
- Locking and un-locking the school as and when required
- Looking after cleaning equipment and reporting any faults to the relevant supervisor
- Attending any necessary training
- Assisting with other premises jobs when there are lulls in the cleaning workload which may include: litter picking, snow/ leaf clearance and assisting with lettings functions such as preparation of areas

**Administration:**

- Monitoring stock of cleaning materials in line with the cleaning product specifications

**Resources:**

- Operate relevant equipment/ICT packages

**Additional duties:**

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.*

*An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

# Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Basic literacy and numeracy skills</li> <li>• Willingness to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety qualification or accreditation</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working to a high standard within a cleaning role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Have knowledge of cleaning equipment and techniques</li> <li>• Good understanding of health and safety</li> <li>• Knowledge of setting up and down various equipment</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to changing demands of the post</li> <li>• To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• Good time keeping skills</li> <li>• The ability to be flexible in terms of shift pattern and varying tasks to complete during working hours</li> <li>• A personable nature to build effective relationships and provide a positive environment for hirers</li> <li>• Availability to work at required times</li> <li>• Excellent communication including verbal and written skills</li> <li>• Ability and keenness to promote the Trust's positive culture and ethos</li> <li>• A high level of integrity, confidentiality and discretion.</li> <li>• Ability to develop good personal relationships within a team, making an effective contribution to high morale</li> </ul>	

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| <ul style="list-style-type: none"><li>• Ability and keenness to promote the school's positive culture and ethos</li><li>• Understands the importance of confidentiality and discretion.</li><li>• Desire to undertake professional development within the role</li></ul> |  |
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**THE HOWARD**  
Academy Trust