

CLEANER

VACANCY

Minterne Junior School
Minterne Avenue
Sittingbourne
Kent
ME10 1SB

Phone: 01795 472323
Email: office@minterne.kent.sch.uk



Contents	
Dear Applicant	3
Advert.....	4
Job Description	6
Person Specification.....	7
Our Community Multi Academy Overview.....	9
OCMAT Leadership Principles	10
Our Schools.....	12
Trust Central Team	12
The Application Process	13
The Shortlisting and Interview Process	13
Conditional Offer	14
Safeguarding.....	14
Retention of Information	14

Dear Applicant

Thank you for expressing an interest in joining us at Minterne Community Junior 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.

At Minterne, we are passionate about providing children with the opportunities and desire for learning. Our aim is to produce happy children who are successful learners, confident individuals and responsible citizens. Built in 1964, Minterne Junior School serves a pleasant residential area. The town centre and the countryside are both easily accessible from the school. There are almost 390 pupils aged from 7 to 11 currently on roll. The school is set on a spacious site, with 12 classrooms and an attached Speech and Language Unit. Each class has an interactive whiteboard, internet access and access to iPads. Indeed, our computing facilities are excellent; featuring a large suite which houses 36 modern computers and a class set of iPads. 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 Minterne Junior 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.minterne.org or contact the office: office@minterne.kent.sch.uk (t:01795 472323).

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

Yours faithfully

Ms Kirsty Hadfield
Head of School



Mrs Catherine Hurst
Executive Headteacher



Advert

Job Title: Cleaner

Grade: Kent Scheme A

Salary: £6,369 pro rata (£24,522 FTE)

Hours: 10 hours per week (43 weeks per year) – Monday to Friday (timings detailed below)

This is a fabulous opportunity for a dedicated and organised person to join the school team at Minterne Junior School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and person to join the school's successful and supportive team. This role may be suitable for someone who is looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

Minterne is one of ten schools within Our Community Multi Academy Trust. We are a junior school with 392 pupils on our roll.

Our Community Multi Academy Trust believe that our people are our biggest asset.

This role is for 10 hours per week (2 hours per day, Monday to Friday). Start times can be flexible (starting between 4.00am and 6.00am, or 3.45pm and 4.15pm). The successful candidate can liaise with the site manager to agree this.

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:

- Have excellent organisational skills
- Be punctual
- Communicate well
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience cleaning
- 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 which include online 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 Colin Rogers (site manager), via telephone on 01795 472323, or via office@minterne.kent.sch.uk.

Job Description

Post: Cleaner

Minterne Junior School

Duties include:

- Empty and reload dishwasher in staffroom and clean sink and surfaces.
- Clean toilets and sinks in allocated area.
- Sweep cloakroom and hall floors as required.
- Vacuum carpets.
- Sweep and mop toilet floors.
- Re-fill paper towels, toilet rolls and soap dispensers in all toilets in area.
- Vacuum all carpeted areas in entrance and corridor.
- Clean classroom tables and touch points etc. as required.
- Dust surfaces & computers.
- Vacuum communal areas allocated.
- Use duster to remove cobwebs in entrance, corridor and toilets.
- Dust in allocated areas.
- Clean and polish allocated areas.

Person Specification

Experience	Previous experience of cleaning would be an advantage but is not essential.
Skills and Qualifications	<ul style="list-style-type: none"> • Conscientious and hardworking. • Respectful of premises equipment and procedures. • Use of a range of basic tools and machinery, e.g. cleaning equipment, etc. • Follows work routines/instructions. • May require knowledge to enable the post holder to be responsible for the safe use of equipment. However, knowledge can be acquired based on “on the job training”, or requiring some attendance of formal courses e.g. safe operation of equipment, COSHH etc.
Operational Knowledge	<ul style="list-style-type: none"> • Knowledge of own task/job. • Knowledge of all procedures in own task/job. • Knowledge of any/all common practices associated with own job.
Planning and Organising	<ul style="list-style-type: none"> • Knows, understands and is able to apply the work routines in the job. • Able to work within set routines. • Knows where to find work instructions and documents (e.g. health & Safety guidance, COSHH and data sheets). • Able to complete basic forms required for the job if applicable. • Able to recognise problems and report to supervisor.
Working with People and Communication	<ul style="list-style-type: none"> • Understands the requirement for working with others and in teams. • Able to form effective working relationships needed for the job. • Able to deal with others courteously. • Has everyday spoken skills e.g. telephone and face-to-face conversations. • Has basic written and numeric skills appropriate to the job. • Able to listen, observe and report information to supervisor. • Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness. • Understands and applies confidentiality relevant to the workplace.

Confidentiality

It is expected that all employees ensure confidentiality is maintained in line with agreed policies and protocols.

Safeguarding

All OCMAT employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

Trust Policies

It is the expectation of all OCMAT employees that they familiarise themselves with all academy policies and any updates.

Professional Development

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

Health & Safety

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the school. The postholder will be expected to undertake such other reasonable duties as requested from time to time by their line manager.

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

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 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

We will ultimately achieve this through being Collaborative leaders

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.

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

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through 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 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- 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
 c/o Lynsted & Norton Primary School
 Lynsted Lane
 Sittingbourne
 Kent
 ME9 0RL

Company No: 10842747