



Abbey Court School

ABBHEY COURT SCHOOL

‘We grow people’



CLEANER



ASDAN
Registered Centre

EDI
QM



Ofsted
Outstanding
Provider

2022 | 2023

2017 | 2018

2012 | 2013

2009 | 2010



August 2026

Dear Applicant

CLEANER

Thank you for your interest in the role of Cleaner, here at Abbey Court School.

This information booklet provides details about both the school and the position in question, including Job Description and Person Specification.

This advert closes on **31st August 2026**.

Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Any offer made will be subject to satisfactory references and medical clearance. In line with KCSIE 2025 guidance, as part of the shortlisting process, the school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation for the post for which you have applied.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Vicky Aspin
Headteacher



WORKING AS A CLEANER AT ABBEY COURT SCHOOL

Abbey Court has been rated 'outstanding' by Ofsted at the last four successive inspections.

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery, Primary and Secondary School in Cliffe Road, Strood, and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Days and Hours

This post is term time plus 5 staff development days and 6 weeks holiday time working . Daily working hours will be 6:00 am to 9:00, weekdays.

Salary

The successful candidate will be employed on £24,796 per annum pro rata (£12.85 per hour).

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Medical clearance
- ⇒ 2 x satisfactory references





School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and every member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

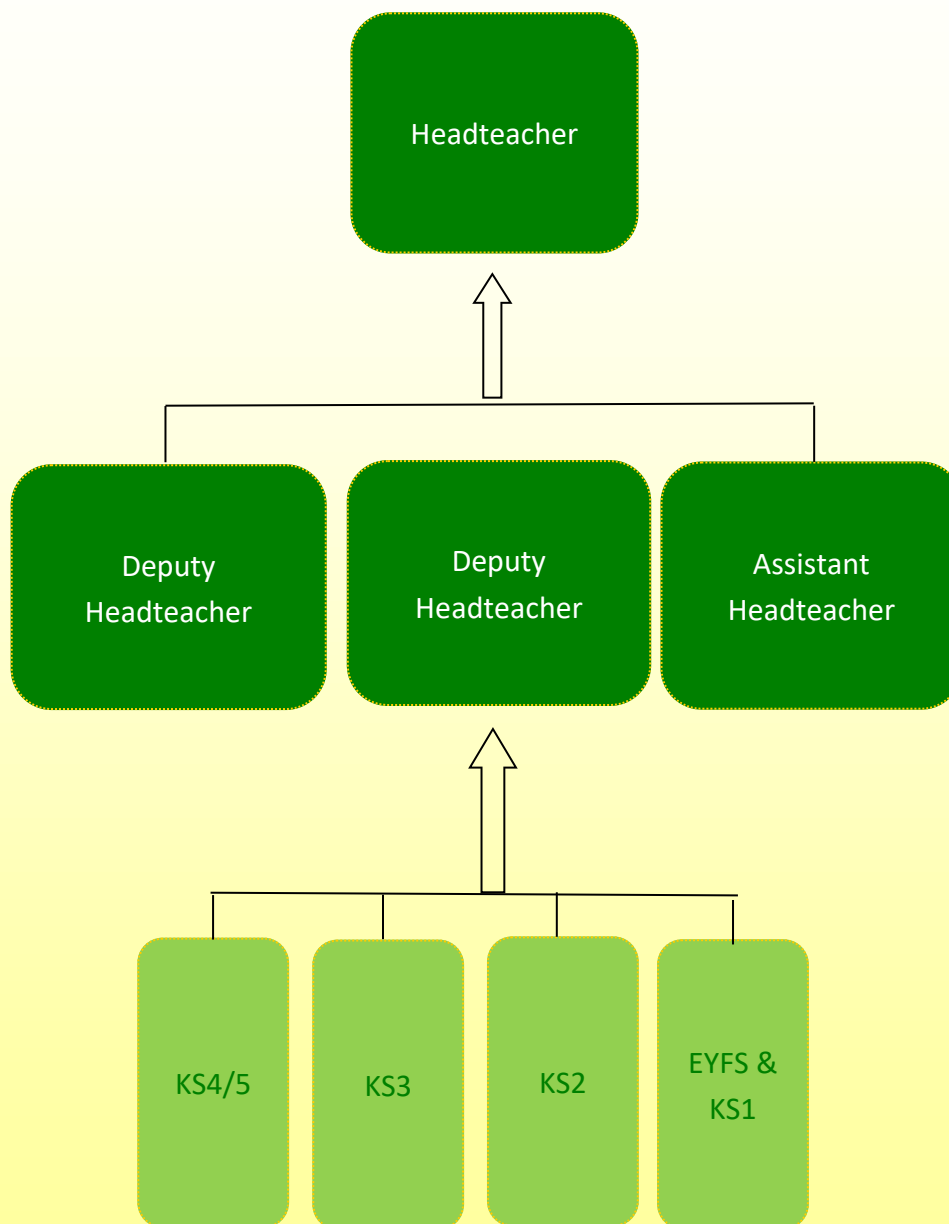
- To enable our pupils to develop into good citizens and to participate actively in their local communities, finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



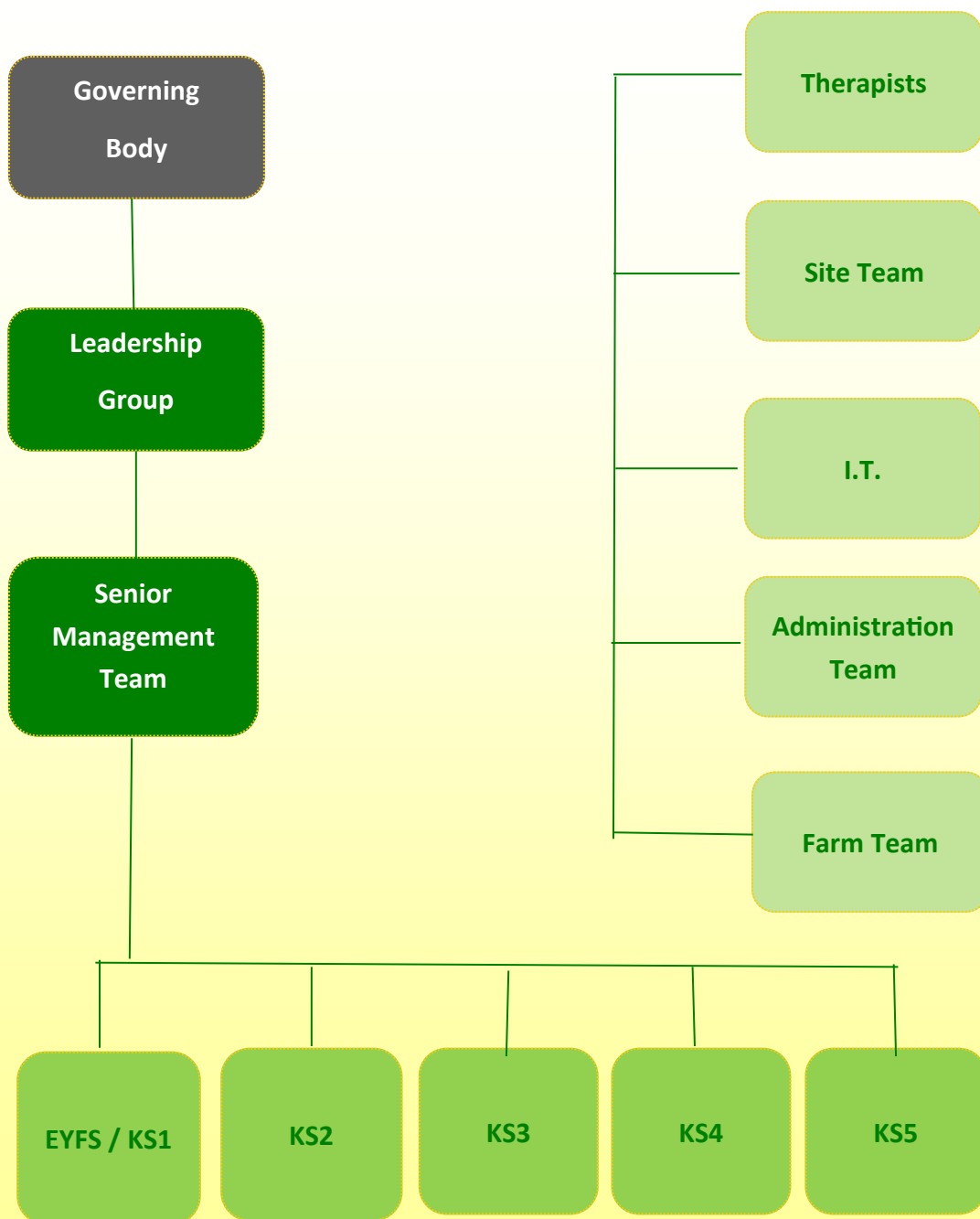
ADDITIONAL INFORMATION

1. Line Management Structure

Leadership & Senior Management Teams



Whole School



JOB DESCRIPTION

HOURS:

15 hours per week
225 days per year (45 weeks)
6.00 - 9.00 am

SALARY SCALE:

Medway Scale E2 (pro-rata)

LOCATION:

To work across both school sites (based at one site but subject to periodic review as school organisational needs demand)

REPORTS TO:

1. Estates Manager for day-to-day supervision and instruction.
2. Office Manager
3. Headteacher, who has overall responsibility for the school.

RESPONSIBILITIES AND DUTIES

Under the direction of the Estates Manager, the postholder will be responsible for ensuring that the designated areas of the school premises are kept in a clean and hygienic condition. All duties must be carried out within the codes of practice of the School Health and Safety policy. Working hours may be subject to variation, and duties will vary between term and closure periods.



GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school, being mindful of teaching during cross over hours.
5. To assist in the provision of a high-quality educational experience for all children, working in partnership with teaching and school support staff.



PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To carry out cleaning, washing, sweeping polishing and dusting.
2. To empty litter bins.
3. To operate powered equipment (e.g. vacuum cleaners, polishers, wash/scrub/clean machines) where appropriate and as directed.
4. To replenish soap, towels and toilet paper to all toilets on site, as necessary.
5. To undertake major cleans during the school holidays as agreed with the Site Manager.
6. To stock take cleaning and caretaking supplies and alert the Site Manager when orders need to be placed. To assist in the checking off of deliveries and storing of supplies.
7. To participate in the school Performance Management Scheme and, to take part in arrangements for further training. (This would normally take place during five staff development days arranged by the school). Individual training opportunities are available and, therefore, there is an expectation that these would be identified and met regularly.
8. To report any defects in buildings, furniture and fittings identified throughout day to day work.
9. To work in a responsible and safe manner, paying attention to all Health & Safety procedures operating within the school.
10. To implement safeguarding policies and procedures at all times.



Additional Responsibilities: to be negotiated annually

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.



PERSON SPECIFICATION

A	EDUCATION, QUALIFICATIONS & TRAINING N/A
B	EXPERIENCE Have cleaning experience, preferably within an educational setting
C	KNOWLEDGE An understanding of the importance of hygiene in a special school setting
D	APTITUDE - The ability to follow instruction/direction from a range of professionals - Ability to take the initiative when required - Good organisational skills
E	SKILLS - A flexible approach - The ability to be an effective team member
F	PERSONAL CIRCUMSTANCES - A professional approach and attitude - Ability to remain level headed in a crisis
G	EQUAL OPPORTUNITIES A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job



Abbey Court School

**Nursery, Primary and Secondary School
Cliffe Road
Strood
Kent
ME2 3DL**

**Further Education
Rede Court Road
Strood
Kent
ME2 3SP**

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: recruitment@abbeycourt.medway.sch.uk



“I am incredibly overwhelmed with the amount of training offered at Abbey Court School.”

“Team work, training and quality of resources are strengths.”

“The moment I stepped inside the school, the atmosphere was positive.”

Staff Survey

