**Cleaner With Extra Responsibilities**

**Application Pack**

**Location:** Brampton Primary Academy, Brampton Road, Bexleyheath, Kent, DA7 4SL

**REAch2 Registered address:**

REAch2 Academy Trust

Scientia Academy

Mona Road

Burton-Upon-Trent

Staffordshire

DE13 0UF

[www.reach2.org](http://www.reach2.org)

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**Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust**

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

**The application process**

You are invited to submit an application form, which is available together with this document.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact: Mr J Runacre, Site Manager, jrunacre@brampton.bexley.sch.uk telephone 020 8303 2873

**Completed application form should be sent to:**

**Miss G Clark**

**Executive Head Teacher**

**Brampton Primary Academy**

**Brampton Road**

**Bexleyheath**

**Kent**

**DA7 4SL**

Completed equal opportunities monitoring forms should be sent to:

**HR**

**REAch2 Academy Trust
Chapel End Junior Academy**

**Roberts Road**

**Walthamstow**

**London**

**E17 4LS**

**Email:** **recruitment@reach2.org**

**About the role: Cleaner With Extra Responsibilities**

We are looking for a Cleaner to join our established, friendly team. The ability to work well within a team and interact well with children is essential. Duties will include general cleaning of the school premises and outside areas, locking and unlocking the school premises for Lettings during the evenings and on Sundays, Covering for the Site Manager on occasions and occasional school closures. The successful candidate will need to be flexible with a positive attitude, have a basic knowledge of H&S legislation. The successful candidate needs to be flexible and have a positive attitude.

We are committed to offering support and training for all staff and have a regular training programme in place.

This role is made up of two roles, one part of the role consists of working as part of the premise cleaning team carrying out general cleaning duties of the school premises. The second part of the role is being available to lock and unlock the school premises for evening, weekend Lettings and occasional school closures when required. The cleaning role is based on a permeant basis. The Assistant Premises Operative part of this role will be on a casual basis (claims based), as and when required.

Cleaning Role Salary: £14,578 (London Living Wage). 26.5 hours per week, 52 weeks per year.

Closing Date: Monday 25th March 2019 (12 noon)

**Background on REAch2**

Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. We are a growing charitable organisation currently supporting over 50 primary academies across England.

We are a family that delivers school to school improvement, going the extra mile for all our children. We are passionate about dispelling the myth that only certain children are able to achieve.

With extensive school reform and proven educational excellence in our core staff, REAch2 set a mission: to help struggling schools to improve their provision and to offer outstanding education to our pupils, from disadvantaged or deprived communities. The drive was not to grow an empire of schools, but rather the compulsion to share our proven approach to sustained school improvement for the benefit of children and their communities.

But REAch2 is about so much more, offering a richness of experience that gives real colour throughout the time our children spend with us.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities.

**Our Cornerstones and Touchstones**

REAch2 is the Cornerstone of the entire Trust: providing a strong, responsible foundation from which every Academy develops and grows. A cornerstone provides a subtle yet paramount role in a building and ensures that REAch2 id trustworthy, reliable and inspirational organization, delivering the best possible learning experience.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust seven principles, which make our Academies distinctive. Just as 500 years ago, touchstones were used to test the quality of the gold they marked, so too our touchstones are used to express values and ethos of the Trust. They describe what the Trust wants to be known for and how it wishes to operate.

**What are these Touchstones?**



Children and adults will flourish in REAch2 academies: academically, emotionally, physically and spiritually so that all dimensions of humanity are nurtured.

We notice talent and spot the ‘possible’ in people as well as the ‘actual’; Developing potential within in our Trust becomes a realization that there is a future worth pursuing for everyone.

Children deserve enjoyment in their learning and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, will release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing inclusion ensures that we are a Trust that serves all, believing that everyone can and must succeed.

**You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website:** [**www.reach2.org**](http://www.reach2.org)

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| Job DescriptionJob Description |
| Post Title: Cleaner with Extra Responsibilities |
| Responsible to: Site Manager/School Business Manager/Executive Head Teacher |
| Main purpose of the job:* Member of the cleaning team, with additional responsibilities for the security of the school in relation to lettings and occasional school closures.
* Undertake, normally as part of a team, the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.
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| **Major Duties and Responsibilities:** 1. Relay concerns to Site Manager with regards to specification of cleaning standards
2. Cleaning
3. Washing
4. Sweeping
5. Vacuum cleaning
6. Polishing and dusting designated areas (to include toilets and shower areas)
7. Polishing fixtures and fittings, using where appropriate, powered equipment
8. Cleaning of school and courtyards and emptying of external bins
9. In cases of absence, to ensure the team covers the work of the absentee
10. Ensure the provision of necessary supplies by informing the site manager of stock requirements
11. Security and emergency, follow evacuation procedures, alert fire brigade; lock and unlock doors and gates, turn off alarm, report any defects to the site manager
12. Porterage – take delivery of fruit and milk daily and distribute accordingly.
13. Lock and unlock the school premises for evening and weekend lettings and during the school closures when necessary.
14. Cover for Site Manager as and when required
15. Set up and clear the School Hall for Lettings
16. To carry out any other work requests consummate to the role.

**Duties may vary between term and closure periods** |
| **Resources:*** Cleaning equipment and materials including powered items (e.g. floor polisher machine, carpet shampooer, vacuum cleaner)
* Equipment and Plant
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| **Job Activities:*** Meet and allow entry to occasional contractors when required
* Attend site to oversee, lock and unlock the school premises for lettings during the evenings and weekend and when required during school closures.
* Manual operation of cleaning equipment and powered tools in schools, mainly early in the morning, late afternoons and periods of school closure
* Skill required in the proper use of tools. Chemicals and care of surfaces e.g. polishing
* All duties must be carried out to comply with: (a) The Health and Safety at Work Order 1978; (b) The COSHH Regulations;

**Brampton Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**  |

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| **Person Specification** |
|  | **Essential** | **Desirable** |
| Educational achievements, qualifications and training | * Able to communicate clearly and follow instructions
* Basic reading and writing skills
 | * Be prepared to develop and learn in the role
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| Job related knowledge, attitude and skills | * Ability to prioritise work
* Ability to manage time effectively
 | * General understanding of the operation of a Primary school
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| Equal opportunities | * An understanding of and commitment to equality of opportunity
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| Personal qualities | * Ability to communicate with a wide range of people
* Initiative and the ability to work without supervision when required
* Work as part of a team
* Be flexible to changing demands of the post
* Take pride in a job well done
 | * Be happy and have a sense of humor
* Be flexible
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| Physical/Presentation/General | * Must be in good health
* Must be of smart appearance.
* Understand and implement child protection procedures
* Have a basic understanding of Health & Safety
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