

**Cleaner Application Pack**



Contents

[Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust 3](#_Toc47965226)

[Letter from Miss Homer, Headteacher, REAch2 Academy Trust 5](#_Toc47965227)

[Our Cornerstones and Touchstones 6](#_Toc47965228)

[The role 7](#_Toc47965229)

[The application 8](#_Toc47965230)

[The application process and timetable 8](#_Toc47965231)

[Safeguarding, Safer Recruitment and Data Protection 9](#_Toc47965232)

[Job Description 10](#_Toc47965233)

[Person Specification……………………………………………………………………………………………………………………………………………………11](#_Toc47965234)

# 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 includes schools at all 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**

# Letter from Miss Homer, Headteacher, Kemsley Primary Academy

Dear Candidate

We are looking for a highly committed and hardworking cleaner to join our friendly team.

 We offer:

* *a good school (Ofsted February 2019)*
* a bespoke CPD package to support people at every stage in their career, including team teaching and coaching opportunities
* leadership development opportunities that help you realise your full potential
* a hard-working, supportive team with committed governors and parents
* Polite and well-mannered children
* Enthusiastic and inquisitive learners
* Kind and caring colleagues
* An  encouraging and supportive senior leadership team

The successful candidate will:

* Provide a comprehensive cleaning service to allocated areas including dusting, vacuuming, washing floors, emptying bins, refilling soap, towels and other materials to maintain a high standard of cleanliness and hygiene at all times
* Maintain and clean toilets to ensure hygiene standards are met
* Collect and dispose of waste
* At all times, perform allocated duties line with health and safety regulations;
* Follow school health & safety policies and guidelines, ensuring that cleaning is carried out in a safe manner and that any risks and hazards are reported appropriately
* When using chemicals or other hazardous substances, perform duties in line with COSHH regulations
* Operate domestic and industrial cleaning equipment in a safe way
* Report any defects to the school business manager to enable repairs to be carried out
* Be a committed member of our school team

Unfortunately, due to current social distancing measures, visits to the school are not permitted at this time. However, if you require further information about our school, please feel free to email the Headteacher or browse our school website. To apply, please complete the application form attached, referring to the job description. Once completed, please send your application to the Headteacher, Miss Iris Homer, by email: homeri@kemsley.kent.sch.uk

Shortlisting will take place on 12th May 2021 and shortlisted candidates will be contacted the same day and provided with details of the interview. Interviews will take place on Thursday 13th May 2021 by zoom call. References will be requested prior to interview.

 **Miss Homer**, **Headteacher, Kemsley Primary Academy**

# Our Cornerstones and Touchstones

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

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation 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, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can 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 succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

Clean and maintain the areas of the establishment, under the direction of the School Business Manager to ensure they are kept clean and tidy

**Background Information about the School**

Kemsley Primary Academy was opened in September 2004 and is a single form entry primary school with a very popular nursery, situated in Sittingbourne, Kent.

Our main school can take up to 210 children with 30 pupils in each class. Our nursery is able to take 52 children for five half-day sessions of two and a half hours – 26 children in the morning and 26 children in the afternoon; many children stay all day as part of our flexible care offer and for those entitled to 30 hours provision. Many of our nursery children join our reception class.

Each classroom door is painted a different colour of the rainbow; Year R is red, Year 1 is orange, Year 2 is yellow, Year 3 is green, Year 4 is blue, Year 5 is pink and Year 6 is purple.

We are very fortunate to have such vast grounds. Outside, the grounds are laid out into separate play areas; Nursery, Year R, Key Stage 1 (Years 1 & 2) together and Key Stage 2 (Years 3 – 6) together. Usually we would encourage free flow around the areas at lunch times to allow the children to play together regardless of year group, however due to COVID19 restrictions we are currently having staggered playtimes in bubbles. Our large field is ideal for games. We also have a woodland conservation area which we use all year round.

We have an open door policy and value the support of parents. We are pleased to welcome parent helpers into school.

# The application

You are invited to submit an application form to Miss Iris Homer, Headteacher, homeri@kemsley.kent.sch.uk

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

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 Miss Iris Homer, Headteacher, homeri@kemsley.kent.sch.uk

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Wednesday 12th May 2021 (Noon) |
| **School visits:**  | N/A |
| **Interviews:**  | Thursday 13th May 2021 (TBA) |
| **Contract details:** | Permanent |
| **Salary:**  | KR3 |
| **Start date:** | Immediate |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job.  The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant’s abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description and Person Specification

Job Title: Cleaner

Salary: KR3

Hours: 12.5 hours per week (term time only {39 weeks}) plus 10 days during the summer break for the deep clean

Responsible to: School Business Manager

Responsible for: N/A

Summary of role

Clean and maintain the areas of the establishment, under the direction of the School

Business Manager to ensure they are kept clean and tidy.

Outline of Main Duties

* Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins etc. to ensure high standards of cleanliness and hygiene at all times. See separate schedule
* Maintain clean toilets to ensure hygiene standards are met.
* Report any defects to School Business Manager to ensure health and safety procedures are followed and to enable repairs to be carried out.
* Undertake during summer break a complete deep clean of all areas including moving furniture to clean behind it, skirting boards, wooden flooring etc, to ensure all areas are clean and fresh. See separate schedule.

Skills Required:

Technical Skills and Qualification

* Use of range of basic tools and machinery e.g. cleaning equipment
* Follows work routines/instructions
* Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. safe operation of equipment.

Operational Knowledge

* 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

* 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. job sheets, health and safety guidance)
* Able to complete basic time and job sheets or other basic forms required for the job
* Able to recognise problems and report to supervisor

Working with People

* 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 and in an acceptable manner

Communication

* Able to communicate factual information politely and courteously
* Has everyday spoken skills e.g. face-to-face conversations
* Has basic written and numeric skills appropriate to the job
* Able to listen, observe and report information to supervisor