



Newsome Academy

CLEANER

CANDIDATE RECRUITMENT PACK



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A proud member of



Information about our Academy



Best Wishes,
Dean Watkin, Headteacher,
Newsome Academy

It is a privilege and a source of great pride to serve both the school and wider community at Newsome. We work closely with the community, parents and carers to make sure everyone is part of our journey to continue to raise standards and create a school where everyone counts; where everyone has the chance to succeed, to discover themselves and learn how to lead a life of integrity, respect and happiness. It is vital that everyone in the community has a voice and knows that they are listened to, including pupils, staff and parents and carers.

Newsome Academy is an aspirational and inclusive school. We believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school. We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring children who are successful and strive to achieve their best, know they are valued, believe in themselves and have respect for others. We aim to consistently promote fundamental British values and pupils' spiritual, moral, social and cultural development. **You will hear the word 'family' mentioned a lot and we operate very much in this way.**



See our **AWESOME** Academy in action by
checking out our Twitter feed...
@NewsomeAcademy



THERE ARE TWO POSITIONS AVAILABLE, BOTH OFFERING DIFFERENT HOURS. PLEASE SPECIFY IN YOUR APPLICATION WHICH POSITION YOU ARE APPLYING FOR.

Job Description

Post: Cleaner (2 positions)

- **Position 1** is **20 hours** per week in daily shifts of 6am-8am and 3pm-5pm
- **Position 2** is **10 hours** per week in daily shifts of either 6am-8am OR 3pm-5pm
(PLEASE BE CLEAR IN YOUR APPLICATION WHICH POSITION YOU ARE APPLYING FOR)

Overview: The post holder will be required to achieve a quality cleaning service by using established standards, procedures and safe working methods that result in a clean, hygienic, safe and pleasant Academy.

Salary: Scale 1 | Range 1-3 | SCP 1

- **Position 1** actual salary £9,749
- **Position 2** actual salary £4,874

Contract: Permanent & Term Time plus 10 days

Responsible to: Headteachers PA/Cleaning Supervisor

Key Duties and Responsibilities

1. The post holder must be able to perform their cleaning duties and procedures to pre-determined standards. This will include daily, weekly and periodic tasks.
2. The post holder will be responsible for the thorough cleaning of sanitaryware which includes wash hand basins, toilets and showers using the correct procedures to maintain high hygiene standards.
3. The post holder will be required to use electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners and floor polishing machines.
4. The post holder will be required to dry mop and damp mop hard floor surfaces.
5. The post holder will be required to clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators; the polishing of wooden furniture, cleaning and polishing of brass fittings; the vacuum and steam cleaning of upholstered furniture.
6. The post holder will be required to collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
7. The post holder will be required to clean internal glass which includes: glass panels in doors, partitions and in some buildings the internal facia of the external windows; periodic cleaning of painted walls and ceramic tiles; and the daily removal of marks and stains on wall surfaces, doors and door plates.
8. The manual handling of furniture to facilitate cleaning procedures, and the movement and transportation of cleaning equipment and floor machines to work areas.
9. The post holder will be required to carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.
10. The post holder will be responsible for their own equipment and materials. This will include safety checking, cleaning and correct storage of equipment and materials after use. The post holder must report damage / repairs required to cleaning equipment and the fabric of the building immediately to the Business & Data Officer.
11. The post holder will also be responsible for the security of their equipment, materials and cleaning storerooms including the responsibility for keys, internal and external access keys / fobs, and door alarms to small premises.

12. The post holder will be required to open and close the building and grounds as appropriate. They may also, at times, be required to provide access to the site for contractors.

Knowledge

Numeracy and literacy skills are required to complete timesheets, equipment and material order forms and other procedural documents. Also, to understand instructions both verbal and written, such as health and safety requirements for buildings and cleaning procedures.

Confidentiality is required of both personal and building related information, use of internal and external building security systems, and alarm numbers.

Skills

To be able to complete all cleaning tasks within time constraints for allocated areas of work and to the required standard of performance. Good communication skills are required to communicate effectively with colleagues, the Senior Leadership Team, and internal and external clients. Interpersonal skills are required to be able to interact with colleagues, clients and the ability to work within a team to achieve the expectations of the clients and management team.

Initiative

Able to respond to situations as they arise which affect the day-to-day cleaning and periodic tasks. This will include for example, the failure of cleaning equipment and systems, changes to security arrangements and staff shortages, and changes to cleaning rotas to accommodate Academy events and room availability.

To be self-motivated to achieve the specific tasks required to the pre-determined standard of performance within the work area and to be responsive to problems and, in respect of complaints from clients, rectify any unsatisfactory tasks by the next cleaning period.

Demands

The physical ability to use all types of mechanical and electrically operated floor machines, to be able to reach difficult areas / small places, bend, lift and carry materials and transport equipment throughout the site(s). This also includes the continuous use of floor machines when carrying out floor treatments, and the movement of furniture to facilitate cleaning activities.

People Responsibilities

Responsible for ensuring that all cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put clients and users of the site at risk and subsequent accident or infection. That cleaning procedures carried out do not damage or make unfit for use, any fixtures, fittings, floor and wall surfaces.

Responsible for working safely, following COSHH procedures, and ensuring that work areas are safe for others, including the clear identification of temporary hazards e.g. wet floors, trailing wires etc.

The responsibility to ensure that the building security arrangements such as keys, security fobs are not compromised and keys / fobs are not given to unauthorised persons. To not allow any unauthorised person access to the work area / building without an Academy identity card.

Resources

Responsible for the proper use of equipment and materials which must be kept clean, properly stored and secured when not in use. Responsible for a clean and tidy store cupboard / room and reporting any fault to equipment and the fabric of the building.

Responsible for wearing and looking after identity cards, uniform, protective clothing and safety equipment.

Conditions

There will be a requirement to respond to accidental spillage, cleaning of bodily fluids and damage which may be offensive. Also, to respond to occasional high levels of dust following building works, which will require the use of additional protective clothing and additional cleaning

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Senior Leaders.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Attributes	Essential	Desirable	How identified
Knowledge and skills	<ul style="list-style-type: none"> Literate and numerate. Good communication skills. Knowledge of basic Health & Safety in the workplace. Adaptability. Ability to prioritise. Able to work as a team member or alone. Able to use discretion. Able to use their Initiative. 	<ul style="list-style-type: none"> NVQ Level 1 & 2 Cleaning Interiors. Health & Safety Manual Handling training. Knowledge of COSHH regulations. Working with large cleaning machinery, e.g., buffer. Knowledge of how to conduct a deep clean of specific areas. 	Application Form Reference Interview
Personal development and additional learning	<ul style="list-style-type: none"> Willing and able to undertake training to fulfil the requirements of the post. Positive attitude to personal development. 	<ul style="list-style-type: none"> Willingness to develop new skills. 	Application Form Reference Interview
Experience		<ul style="list-style-type: none"> Previous experience of working in a cleaning position in a school. Use of industrial cleaning materials and cleaning equipment. 	Application form Reference Interview

Initiative	<ul style="list-style-type: none"> To be self-motivated to achieve excellent cleaning tasks to pre-determined standards. 		Application form Reference Interview
Circumstances	<ul style="list-style-type: none"> Able to physically carry out all the duties of the post such as lifting and transporting cleaning equipment, use of cleaning materials, moving of furniture to assist cleaning procedures. Resilience and the ability to work under pressure. Ability to work constructively and flexibly as part of a team and as an individual. Willingness to undertake necessary tasks of an unpleasant nature. 	<ul style="list-style-type: none"> Able to be flexible about the times worked. 	Application Form Reference Interview

Information about our Multi-Academy Trust (Impact)



Best Wishes,
Mick Kay, Chief Executive Officer &
Accounting Officer

I am proud to welcome you to Impact Education Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust where hearts and minds connect; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff. Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection. We believe that collaborative leadership and strong partnership development can lead to significant positive impact on the quality of education through sharing the best collective practice. Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Our Vision		Our Mission	
A Trust where hearts and minds connect; values-driven partners who work collaboratively to ensure education impacts positively on students, families, communities and staff.		Impact Education Multi Academy Trust is on a mission to improve the life chances of children and young people.	
Core Principles - Our 'Golden Threads' throughout the Trust 'Family'...			
 <p>Values Driven Impact Academies are communities where hearts and minds connect. Each Academy is built around a clear set of values which are focused on transforming the lives of our students.</p>	 <p>Learning & Research Focused Impact Academies transform learning through high quality teaching, coaching and using what works best from research. Academies are on a journey of continuous improvement, whilst ensuring student and staff wellbeing is at the heart of our work.</p>	 <p>High Expectations Impact Academies transform learning through high quality teaching, coaching and using what works best from research. Academies are on a journey of continuous improvement, whilst ensuring student and staff wellbeing is at the heart of our work.</p>	 <p>Collaborative Leadership Impact Academies provide clarity of vision which will enable us to develop shared goals with leaders feeling empowered to share their skills and knowledge for the benefit of the wider trust. Our leaders will inspire, motivate and lead with emotional intelligence.</p>
 <p>Effective Relationships Impact Academies place the development of effective relationships at the heart of their work. How we connect with each other, the community, culture, our learning and the wider world is the foundation of everything we do. Our relationships are built on mutual respect, professional trust and challenge.</p>		 <p>Development Opportunities Impact Academies invest in the personal development of students and professional development of staff. Impact Academies provide all staff with opportunities to make contribution to their communities and beyond.</p>	



Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.



WE LOOK
FORWARD
TO HEARING
FROM YOU
SOON.

Impact
Education
Multi Academy Trust

