

**Cleaner Application Pack**

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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 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**

# 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

**Location: Northfield St Nicholas Academy, St Margaret’s Road, Lowestoft, Suffolk NR32 4HN**

**Salary: NJC Point 1 (FTE £17,842)**

**Start date: ASAP**

**Working Pattern – Mon – Fri, Part time 3:15pm – 6:15pm (39 weeks per year, TTO+1 week)**

We are currently looking for a cleaner to help provide a high standard of cleaning and hygiene within the school. This is initially being offered on a fixed term contract for 1 year.

The successful candidate will be expected to join our established, friendly cleaning team in the cleaning of the whole school site. The Site manager, caretaker and cleaning team are solely responsible for maintaining high standards of cleanliness throughout the school. The successful candidate will need to be flexible with a positive attitude.

Northfield St Nicholas Primary Academy has excellent facilities for children and staff. We have a wonderful learning environment with enthusiastic, happy and motivated children who enjoy learning.

**We can offer:**

* An opportunity to be part a team that puts children at the heart of everything it does.
* A supportive staff, senior leadership team, governing body and parents.

**Please download the application pack for more information and submit an application form to****office@nsnacademy.com****. Please detail if you are interested in full or part time hours.**

# The application

You are invited to submit an application form to Mr Martin Swanvia **recruitment@nsnacademy.com**

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 with Child Barred List check.

## The application process and timetable

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| --- | --- |
| **Application deadline:**  | 8th February 2022 (9am) |
| **School visits:**  | Please call the school to arrange a visit if required |
| **Interviews:**  | TBC |
| **Contract details:** | Initially fixed term for 1 year15 hours per week |
| **Salary:**  | NJC Point 1 – (FTE £17,842) |
| **Start date:** | ASAP |

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

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| --- | --- |
| **Job Title** | Learning Support Assistant  |
| **Grade** | NJC Point 1 |
| **Reports to** | Headteacher, Site Manager |
| **Liaison with** | Academy staff, Headteacher, Senior Leadership Team, Children, Parents/Carers |
| **Job Purpose** | * To provide a high standard of cleaning and hygiene within the Academy
* To work cohesively with the Site Manager to ensure frequency of cleaning is maintained in line with agreed daily schedule
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| **Principal Accountabilities** | * Cleaning within the Academy in accordance with procedures using a variety of methods including machinery/chemicals and adhering to safety regulations.
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| **Duties** | * To carry out cleaning in all and any areas of the Academy
* Frequency of cleaning to be undertaken as directed by Site Manager and in accordance with agreed daily routine;
* Assisting with locking and unlocking Academy buildings and rooms as required
* To carry out as necessary the replacement of hand towels, renewing supply of toilet rolls and replacement of bin liners
* To notify the Site Manager as cleaning products run low and complete an order form to replenish stocks
* To undertake training in the correct use of cleaning equipment and chemicals such as vacuums/floor cleaners
* To assist as necessary with the cleaning up after break-in or vandalism at the school
* To notify the Site manager or other Senior member of staff of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff
 |
| **General** | * All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others;
* To respect the confidentiality of information received;
* To be aware of the high profile of the Academy and to uphold its standards at all times;
* To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.
* To attend and participate in staff meetings as required
* To participate in training and performance management as required
* Clearance for an Enhanced DBS with Child Barred List check.
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# Cleaner - Person Specification

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| --- | --- |
| **Qualifications**  | Some understanding of the importance of Health & Safety and Hygiene in the workplace |
| Ability to use general cleaning products / machinery |
| Ability complete basic forms |
| **Skills, aptitude, knowledge and experience** | Previous experience advantageous but not essential |
| Ability to exchange routine verbal information clearly |
| Ability to follow instructions |
| Ability to follow Health & Safety procedures and understand COSHH guidelines |
| An organised and methodical approach |
| Ability to manage own time effectively |
| Understand procedures and legislation relating to confidentiality |
| **Northfield Ethos** | Understand the role of others working in the Academy and to establish rapport and respectful trusting relationships with others |
| Fully supportive of the aims & ethos of the Academy  |
| Ability to ensure that the atmosphere is welcoming |
| **Personal Attributes**  | Energy and enthusiasm  |
| Reliability and integrity  |
| Ability to manage own time effectively |
| A commitment to the ethos of the Academy  |
| **Safeguarding** | Commitment to the safeguarding and protection of children and to the personal development of our pupils  |
| Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety  |
| Enhanced DBS with Child Barred List check clearance (Northfield St Nicholas to arrange) |