Two young girls sitting at a table

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**A logo for a school

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**Cleaner**

**Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

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.

Employees 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.

**Catherine Paine**

**CEO**

# Letter from Mr B Duffy, Headteacher, Newhall Primary Academy and Nursery

Dear Candidate

Welcome to Newhall Primary Academy and Nursery.

Our school opened in September 2018. We are a two-form entry primary school and nursery in Harlow, currently teaching children up to Year 5. We will continue to grow over the next year until we are at full capacity of 420 children in the main school. Our nursery is open all year round, taking children from one year to school age with spaces for 56 children.

We are a warm and welcoming school and nursery with state-of-the-art facilities including bright and modern classrooms and learning areas, an arts studio, a cookery room, a library and large fields and playground spaces.

Our staff are a dedicated team who strive to give the best for all children at Newhall. We have a well-structured curriculum, aiming for high academic standards across all subjects. Our children experience a broad and exciting curriculum which ensures opportunities for learning are maximised both in and outside the classroom. At the heart of our curriculum is reading: we ensure our children are confident readers who are well-equipped to meet the demands of our curriculum and develop a love of a range of books and authors.

We create a safe and calm environment for our children to learn where everyone is valued, respected and included. We ensure our children are well equipped to thrive in the world around them, ensuring we cater for their social and emotional needs.

Links between our school and local community are very important to us. We have a very active PTA ‘Friends of Newhall’ who facilitate a wide range of activities for our children, raising money for our school and charities.

I look forward to receiving your application.

**Mr B Duffy**

**Headteacher A logo for a school

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# Our Cornerstones and Touchstones

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

**Cleaner at Newhall Primary Academy and Nursery**

We are seeking a hard-working and dedicated a School Cleaner to work in our friendly school. You will work as part as a team, undertaking various cleaning duties throughout the school to ensure our children’s learning environment is always clean. For a successful candidate we offer permanent contract working on a part-time basis (15 hours per week, term time only) starting in September 2024.

**In particular, successful applicants should have:**

* Experience of similar work
* Ability to work constructively as part of a team
* Ability to relate well to children and to adults
* Good organising and prioritising skills
* Ability to keep accurate cleaning records
* Evidence of a commitment to safeguarding and promoting the welfare of children and young people
* Ability to work flexibly to suit school needs

**You should:**

* Have good communication skills
* Have the ability to use initiative
* Be willing to undertake direction and guidance
* Be ready to work as part of a team
* Use time effectively to ensure all spaces are ready for learning

**Weekly Working Hours**

* **Cleaner** – working 15 hoursper week
* Term time only plus INSET Days

**In turn, we can offer you:**

* The opportunity to help continue to build and develop our team and to accentuate the ethos and culture of our school;
* The opportunity to make a difference to children’s lives;
* The chance for your skills to flourish and develop with practical support and encouragement;
* High quality training and development through one of the country’s leading Multi-Academy Trusts;
* A future career flightpath within REAch2 Academy Trust;
* Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors.

If you feel you have all the necessary attributes, are highly motivated, committed to making a positive difference to children’s lives and want to be part of creating a legacy for the future – apply now! We look forward to receiving your application

**Background information about the School**

Our school opened in September 2018. We are a two-form entry primary school in Harlow, currently teaching children up to Year 5. We also have a nursery which is open all year round and takes children from 1 year to 5 years. We will continue to grow over the next year until we are at full capacity of 420 children in the main school.

**Our curriculum aims to promote for all children:**

* A love of**reading**, ensuring our children are confident and fluent readers enabling them to access a range of high-quality texts and the curriculum.
* The development of **rich subject knowledge and vocabulary**within a **coherent, broad and balanced**curriculum for all children.
* The acquisition of **skills**across all areas of the curriculum and enabling children to **choose** and **apply** these in relevant situations including beyond the classroom.
* **A love of learning through the enrichment of the curriculum**with visits and experiences to create creative, independent and confident learners.
* The nurturing of **positive relationships to create respectful citizens** who work co-operatively with one another.
* Successful lifelong learners with a high self-esteem, who can **reach their full potential**and are**well-prepared for the next stage of their education.**

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Newhall Primary Academy and Nursery](https://newhallacademy.org/)

As a member of the REAch2 Trust, a national family of primary academies, Newhall Primary Academy and Nursery is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Mr B Duffy, Headteacher** via [**My New Term**](https://mynewterm.com/trust/Reach2-Academy-Trust/672956683)

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 or school visit please contact **Mr Baz Duffy, Headteacher** via school office on **01279 215480** or by email [office@newhallacademy.org](file:///C:\Users\michaela.harris\Downloads\office@newhallacademy.org)

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Monday 15th July 2024 at 12pm (midday) |
| **School visits:** | Encouraged and warmly welcomed, please contact school office to arrange |
| **Interviews:** | TBC with shortlisted candidates |
| **Contract details:** | Permanent, part-time (15hrs per week), term time only (including 5 INSET Days) |
| **Salary:** | SCP 2 (£22,366) FTE plus Outer Fringe Allowance |
| **Start date:** | September 2024 |

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 those who work in an academy 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 our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience 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 six months after the decision has been communicated, 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 information 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

**Post: Cleaner**

**Salary:**

**Responsible to:** School Business Manager

**Core Purpose**

To work under the direction and instruction of senior staff to undertake individually, or as part of a team the cleaning of designated areas to ensure they are kept in a clean and hygienic condition.

**Responsibilities**

**Maintenance and Cleaning**

Carry out cleaning tasks to include:

* Mop sweeping
* Single solution mopping
* Buffing
* Spray cleaning
* Suction cleaning
* Damp wiping
* Waste disposal
* Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness
* Cleaning of fixtures and fittings.
* Use of appropriate cleaning equipment and machinery.
* Ensuring the safe use of chemicals, machinery and equipment whilst carrying out the cleaning function in line with current legislation, standards and REAch2 policies and procedures for Health and Safety in accordance with training provided.

**Support to School**

Promote and safeguard welfare of children and young persons.

* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate safeguarding personnel.
* Be aware of and support equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals
* Attend and participate in training and other learning activities and performance development as required.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| Enhanced DBS Check | **\*** |  |
| **Knowledge/Qualifications and experience** | | |
| NVQ Level 1 in Cleaning or similar |  | \* |
| Good standard in literacy and numeracy |  | \* |
| Awareness of Health and Hygiene procedures |  | \* |
| Awareness of COSHH Regulations |  | \* |
| Experience of similar work | \* |  |
| **Skills, abilities and personal attributes** | | |
| Ability to work constructively as part of a team | \* |  |
| Ability to relate well to children and to adults | \* |  |
| Good organising and prioritising skills | \* |  |
| Ability to keep accurate cleaning records | \* |  |
| Able to work flexibly to suit school needs | \* |  |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people | \* |  |
| Commitment to promote and support the aims of REAch2 | \* |  |