



## Cleaning Team – Team Leader Application Pack



# Contents

Letter from Cathie Paine, Chief Executive Officer .....	3
Our Touchstones.....	4
The role .....	5
The application.....	8
The application process and timetable .....	8
Safeguarding, Safer Recruitment and Data Protection.....	9
Job Description.....	10
Person Specification.....	11

# Letter from Cathie 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.

**Cathie Paine**

CEO



# Our 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

**Cleaning Team – Team Leader**  
**Part-time – 2 hours per day, Monday to Friday, 3:30pm – 5:30pm**  
**Term time only + 3 weeks during the holidays**

## Overview

Are you passionate about cleaning, and have the highest expectations of those around you?

Do you appreciate the importance of a 'clean school' to keep everyone safe and healthy?

Have you got experience working as part of a cleaning team?

Are you thorough, reliable, and resilient?

Are you looking for an opportunity to demonstrate firm but fair leadership skills?

If so, Sir Martin Frobisher Academy needs you!

We are looking for a new team member to lead the cleaning team, under the guidance of the Site Manager.

As a newly appointed member of the Sir Martin Frobisher team, and wider REAch2 family, you will help to ensure our premises are always kept clean and safe. You will lead our team of cleaners under the guidance of our experienced Site Manager and bring ideas to improve the current system, to ensure efficiency at all times.

The successful candidate will have:

- A thorough understanding of COSHH and why it is important
- Proven experience as an effective cleaner
- The motivation and resilience to achieve the very best for the children in our care and be relentless in the pursuit of excellence

- Experience of leading a team or line-managing other staff members
- Excellent communication skills and a good sense of humour
- The ability to be a positive team player and be able to use their own initiative

In return we can offer:

- A friendly, welcoming staff team, where everyone is valued, and wellbeing is consistently strong
- Encouragement to develop new ideas and the opportunity to make a real difference
- Dedicated support from the Site Manager
- Open-door policy
- Local Government Pension Scheme
- Employee Assistance Programme

The children at Sir Martin Frobisher Academy need a stable and committed staff body, made up of individuals who really believe in them and are willing to do whatever it takes to ensure they receive the best opportunities.

You will be welcomed and supported as part of an established team.

### **Background Information about the School**

Sir Martin Frobisher Academy is a primary academy in Jaywick, Essex, with a growing roll of nearly 200 children. Many of our families live on the Brooklands Estate in Jaywick Sands, the most deprived area in Britain. We are pleased to be able to offer transport to those families most in need to ensure their children can attend school regularly.

Sir Martin Frobisher converted to academy status in Sept 2016 and now has a strong, committed and experienced senior leadership team, who are dedicated to moving the school forward, while ensuring the individual needs of all children are met.

The Academy has a very high number of Pupil Premium, Free School Meal and SEND children and all staff need to understand the complexity of this and of the unique community that Sir Martin Frobisher Academy is at the heart of, whilst raising aspiration, always.

Having determined, and recently implemented, our consistent whole-school teaching and learning strategies, we are now excited to begin to witness the impact these are having on children's learning over time.

**The children at Sir Martin Frobisher Academy are lively and enthusiastic, and need the very best, and fully committed, practitioners.**

To see more information about the school, please visit our website [Sir Martin Frobisher Academy](#)

As a member of the REAch2 Trust, a national family of primary academies, Sir Martin Frobisher Academy 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. Sir Martin Frobisher Academy 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 Simon Wood, Executive Headteacher**, via [My New Term](#)

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](#) separately.

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

We hope you will take the time to find out more about our academy and experience our warm welcome. For more information about the role, or to arrange an informal discussion, please contact the Site Manager, Mr. Toby Chadwick, on 01255 427073 or email [frobisher.admin@smfa.org.uk](mailto:frobisher.admin@smfa.org.uk)

## The application process and timetable

<b>Application deadline:</b>	<b>Midday, Tuesday 9<sup>th</sup> July 2024</b> however applications will be assessed on receipt
<b>Interviews:</b>	Week beginning Monday, 15 <sup>th</sup> July 2024
<b>Contract Details:</b>	Permanent, Part-time – 2 hours per day, Monday to Friday, 3:30pm – 5:30pm Term time only + 3 weeks during the holidays
<b>Salary:</b>	NJC pay scales – Point 3, currently £22,737 per annum, pro rata
<b>Start date:</b>	1st September 2024, or as soon as available

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](#).

# Job Description

**Post:** Cleaning Team – Team Leader

**Salary:** NJC pay scales – Point 3, currently £22,737 per annum, pro rata

**Responsible to:** Site 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	*	
<b>Knowledge/Qualifications and experience</b>		
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	*	
<b>Skills, abilities and personal attributes</b>		
Experience of being a Team Leader		*
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	*	

All staff are expected to understand and be committed and to contribute to Trust's commitment to Equal Opportunities for all.