



**BEACON  
ACADEMY**

AMBITIOUS FOR EXCELLENCE

# Cleaning Operative



**MARK**  
Education  
Trust

Information for applicants  
January 2025

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North Beeches Road  
Crowborough  
East Sussex  
TN6 2AS

01892 603000

[www.beacon-academy.org](http://www.beacon-academy.org)

Facebook: @BeaconAcademyCrowborough  
Instagram: @BeaconAcademyCrowborough  
X: @Beacon\_Academy

# About MARK Education Trust

From 1<sup>st</sup> September 2022, our Trust moved from being a multi academy trust operating as a single academy trust, to a fully functioning multi academy trust containing our two East Sussex based secondary schools – Beacon Academy in Crowborough and Uplands Academy in Wadhurst.

Our Trust's motto is 'ambitious for excellence' and this applies to all aspects of its work, including governance.

## Our Trust's mission statement is:

MARK Education Trust provides the best possible education for our students, preparing them for life, so they can stand equally alongside their peers, locally, nationally and globally.

## The guiding values of MARK Education Trust are:

**M** – Motivated: to create exceptional, caring and safe educational establishments

**A** – Ambitious: high expectations of staff and students

**R** – Resourceful: ensuring efficiency and value for money

**K** – Knowledgeable: valuing learning for life

## Our vision

### MARK Education Trust will create:

- Schools with their own strong identity underpinned by shared values
- Schools with expertly taught broad and balanced curriculums which give students the knowledge they need to further their education and thrive in adult life
- Schools which through collaboration constantly improve so that they are recognised for their outcomes at a local, regional and national level
- Schools which are the school of choice for their community and the employer of choice for the best professionals
- Safe and happy environments which enable students and staff to thrive and succeed
- Governance, leadership and management which is robust at all levels, ensuring that the trust is fully accountable to its stakeholders
- A strategy of 'growth with care', ensuring that the trust is able to meet the needs of and invest in its own academies as well as the capacity to support further academies



# Welcome to Beacon Academy



We are a split site, semi-rural, mixed 11-18 non-selective converter academy with approximately 1664 students, including over 320 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of locations within the south-east, including Brighton, Eastbourne, Lewes and Tunbridge Wells.

Our catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. We are an oversubscribed school. We draw students from more than 10 primary schools in Crowborough and the surrounding areas. We also attract applications from an increasing number of students outside of our catchment area, however, due to our oversubscription we are generally only able to offer places to those within our pre-defined community area.

Our sixth form provision is accommodated entirely at our Green Lane site, an 800m, five-minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

## Vision, culture and expectations

Our vision is to provide the best possible education for all of our students and to continue to be an exceptional and high-performing school, locally and nationally. We do this by relentlessly sustaining our culture that is highly aspirational and ambitious for excellence in all we do.

Our strategy for the future is rightly ambitious. We are uncompromising in our ambition, pursuing excellence at every level. We have a rigorous focus on consistent improvement and work meticulously to secure our culture of unapologetically high standards. Underpinning this is our shared belief in, and ambition for, the students of Beacon Academy, and the experienced, loyal, highly skilled and highly effective team of staff who teach them.

We ensure that teaching and learning inspires and challenges every student, enabling all to make excellent progress, regardless of their starting point. We offer a broad, knowledge rich curriculum within our disciplined standards agenda. Our environment is consistently calm, safe and orderly, enabling teachers to teach and students to learn.

We focus daily on developing and promoting our students' physical, emotional and social wellbeing via not only our curriculum, but our outstanding Student Support networks and wide-ranging enrichment programme. We ensure that teaching and learning inspires and challenges every student, enabling all to make excellent progress, regardless of their starting point

**Keith Slattery**  
Headteacher

**Anna Robinson**  
Executive Headteacher



# Job Description

JOB TITLE:	Cleaning Operative
PAY SCALE AND HOURS:	Single Status Pay Scale Grade 2 20 hours per week, term time only, 3pm to 7pm An additional 60 hours (15 days) will be required during school holidays – to be agreed in advance
JOB PURPOSE:	To carry out an efficient service in all aspects of the job description
ACCOUNTABLE TO:	Site Manager

## Main Duties and Responsibilities:

- Remove cleaning equipment known to be faulty to storage area and label.
- Ensure cleaning cupboards are kept tidy.
- Carry out daily cleaning of indoor areas as requested using appropriate tools and chemicals in adherence to health and safety.
- Move/transport furniture and equipment as required within guidelines of the Health and Safety at Work Act.
- Inform the Site Manager where repairs/maintenance are necessary, particularly in the areas of health and safety where self or others may be at risk.
- Contact, as directed, appropriate services in the event of emergencies: - fire, flood, damage or intruders.

## General Support:

- Report student and Academy issues in line with the Academy's policies for health and safety, child protection, behaviour management etc;
- Attend meetings and training sessions as required;
- Be aware of and act in line with Academy policies and procedures as outlined in the Staff Handbook;
- To handle all confidential correspondence and matters with discretion at all times.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

# Person Specification

ESSENTIAL	DESIRABLE
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of good cleaning standards and hygiene</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An understanding of the main Health &amp; Safety Regulations, including COSHH and risk assessment and how they apply in a working environment.</li> <li>• A sound knowledge of the building cleaning standards.</li> <li>• Basic knowledge and understanding of the COVID-19 cleaning guidance.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of cleaning</li> </ul>	<p><b>Experience</b></p>
<p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• Ability to demonstrate good inter-personal skills to communicate with a range of people</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> <li>• Ability to undertake a range of cleaning duties both indoors and outdoors.</li> <li>• Ability to work effectively and supportively as a member of the school team</li> </ul>	<p><b>Skills and abilities</b></p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by the county and school, to further knowledge</li> <li>• Willingness to maintain confidentiality on all school matters</li> </ul>	



## A centre of excellence

Our high expectations and inclusive culture ensure that all students are inspired, challenged and supported to make excellent progress.

Judged by Ofsted to be “Outstanding” in all five inspection categories. May 2024

## Staff Testimonials

*Beacon Academy is a friendly, supportive and inclusive place to work. The staff here show a positive commitment to the students who attend Beacon Academy and also to each other in the roles we do. Each member of the team is made to feel as though they fit in at Beacon Academy, with opportunities given to progress in their professional development and in remits they wish to pursue. I recommend this school to anyone who wishes to work in an open and inclusive environment and who really values their time as a teacher. It will not be wasted at this outstanding school with high values and dedication to the profession.*

### Teacher of English



*Joining Beacon Academy back in September was and will always be a focal point of my career. I have found our colleagues here at Team Beacon to be extremely kind and welcoming which in turn has helped me to feel comfortable and safe here in my new role. I feel like no question is a silly question and I am genuinely valued for my contributions to the community. It is an honour to work here. People are kind to students and students are often kind in return. It is a feeling here like no other and I feel privileged to be a part of this fantastic school.*

**ECT – Teacher of History**

*Beacon Academy is like one big family, all staff are supportive not only to the students but also to all of their colleagues whether they be teaching or support staff. The Trust encourages and supports staff in continuing their own educational studies which improves the knowledge of individuals and their departments.*

**Support Staff**

# How to Apply

Once again, thank you for your interest for the post of Teaching Assistant.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in an outstanding school with a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form. Applications for this post should be made through [My New Term](#)
2. Provide Information to support your application, paying particular attention to the Person Specification. Please include any achievement data that is applicable to the role you are applying for.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff.

The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2024.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01892 603000, or email [hr@beacon-academy.org](mailto:hr@beacon-academy.org)

