



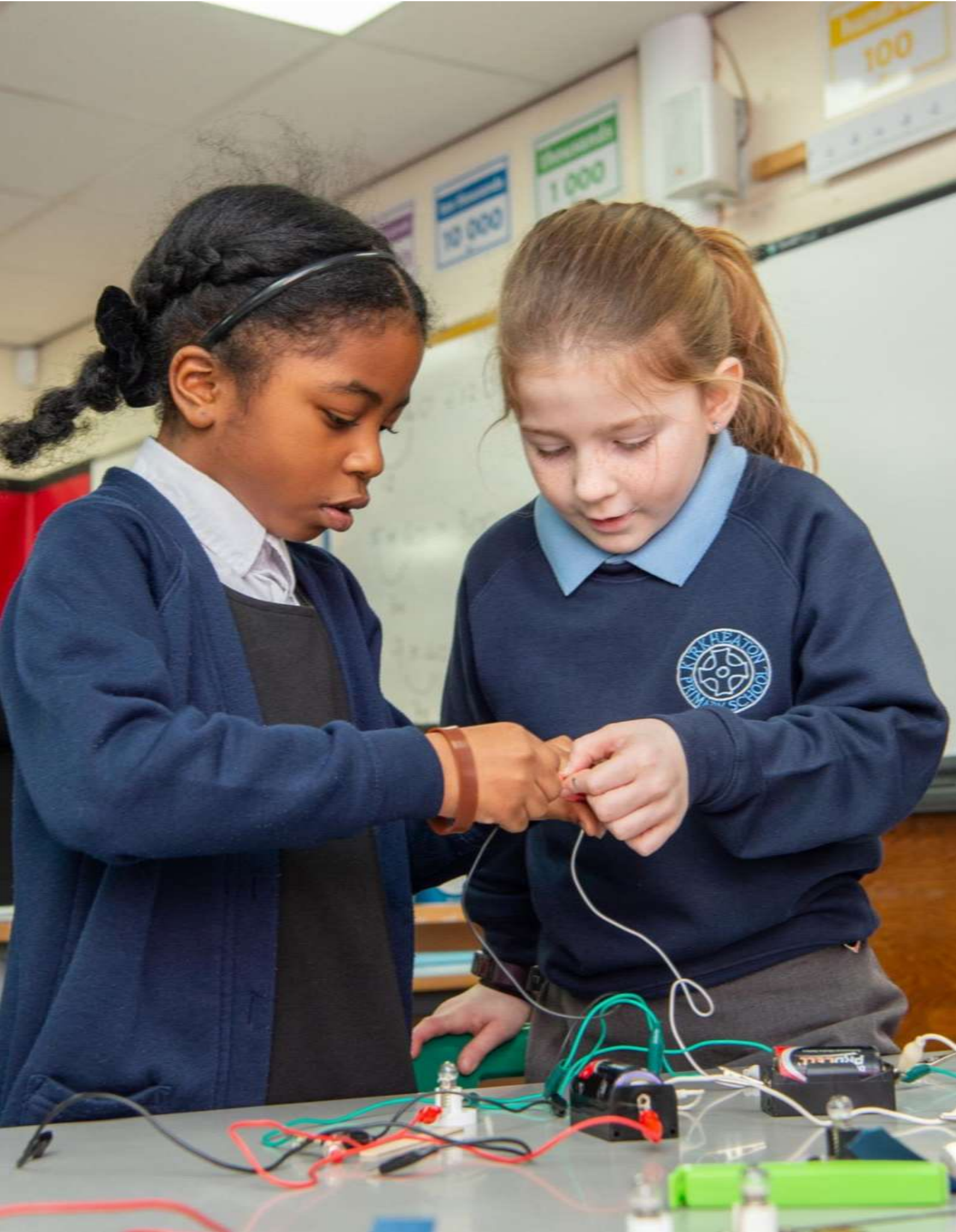
Kirkheaton  
Primary School  
play learn achieve

# APPLICATION PACK

Cleaner-15 hours

Date: 11/7/2024

Respect - Rights - Resilience - Responsibility





**Kirkheaton  
Primary School**

play learn achieve

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- **Submit your application by 12pm 8<sup>th</sup> August 2024**
- **Interviews: Week beginning 12<sup>th</sup> August 2024**
- **If we receive a number of high-quality candidates, interviews may take place before the closing date of this vacancy.**



# WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Kirkheaton Primary School a proud member of the highly regarded Trust, South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our next stage of our 'journey to outstanding', then we are keen to hear from you.

Kirkheaton Primary School was most recently OFSTED inspected in November 2023 receiving a 'Good' grading in all elements. Pupils were described as 'happy to come to school because they enjoy their learning' and that 'the school prepares pupils well for their future lives. OFSTED also expressed how leaders take staff workload into account in their decision making and that staff are proud to work at Kirkheaton.

Our motivation is to create 'Active Citizens' who care about their learning, the community and their future; not only in education but in all aspects of their life beyond our school walls. We aim to create a foundation for children to reach new heights and 'be their best selves'.

We are looking for a passionate, enthusiastic, dedicated, friendly candidate who cares deeply about making learning fun and keeping our students safe. The right candidate will align with our school values and add to our school community; helping everyone to reach their full potential.

If this is a position that appeals to you, and you have the passion to make a positive impact on the life chance of our students, then we would very much like to hear from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at [office@kirkheatonprimary.com](mailto:office@kirkheatonprimary.com) or call 01484548049. We also invite you to visit our website [www.kirkheatonprimary.com](http://www.kirkheatonprimary.com) and our social media pages to learn more about Kirkheaton Primary School and the Trust.

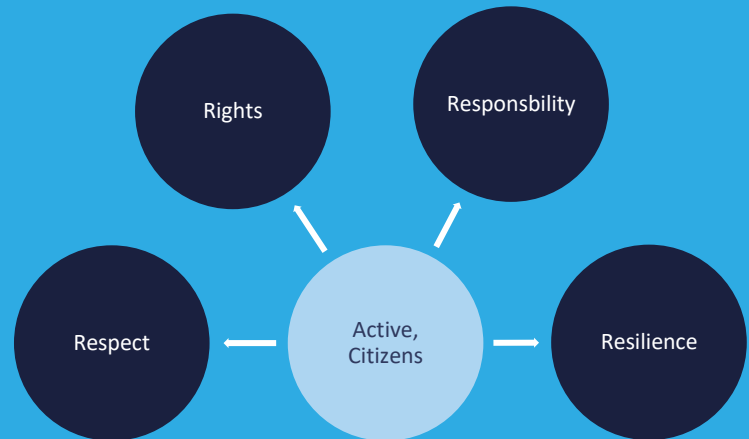
Yours sincerely,  
**Richard Coates**  
Principal

# ABOUT KIRKHEATON PRIMARY SCHOOL

## OUR VISION AND VALUES

Our **vision** is to create students who are active in their learning and their community.

**“We want every student to be an active citizen.”**



Our core **values** of Respect, Rights, Resilience, Responsibility underpin everything we do as an academy, and we passionately believe that as educators, we have the power and responsibility to inspire our students to be the best they can be and enabling them to pursue their dreams and become the leaders of tomorrow.

## WHY JOIN US

1. Be part of a passionate committed team who know that every day they make a difference;
2. Work with children who love learning and have well established learning behaviours
3. Work for a leadership team who have integrity and genuinely care about staff well being
4. Support our families who all want the best for their children
5. Be the creative educator that you are and bring yourself to the classroom
6. Benefit from a strong professional development offer
7. Be part of a trust who believe in improving life chances through education



# HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term [www.mynewterm.com](http://www.mynewterm.com) ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



# JOB DESCRIPTION

## Cleaner - Permanent

<b>Reporting to:</b>	Site Manager
<b>Salary:</b>	Grade 3 - £8,242
<b>Term:</b>	Part time 15 hours per week term time only + 10 days during school holidays
<b>Location:</b>	School Based

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Are you:

- Committed to raising standards by being passionate about enabling every child to fulfil their potential;
- Willing to be fully involved in the life of the school;
- Committed to our local community;
- Excellent at building good working relationships with children, parents, staff and governors
- Resilient, caring and consistent.

### **APPLICABLE CONTRACT TERMS AND DUTIES**

This job description may be amended at any time following discussions between the site manager/principal and member of staff, and will be reviewed annually.

### **JOB PURPOSE:**

Working as either part of a team or under own initiative to contribute to a clean, hygienic and safe environment for pupils, staff and visitors to the academy.

### **A. Key Tasks**

1. Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment.
2. Clean toilets, changing rooms, showers and other sanitary areas.
3. Empty waste bins and dispose of rubbish as directed, working within the academy recycling policy as appropriate.
4. Use a range of associated equipment, undertaking basic maintenance where appropriate and reporting faults in line with procedures.
5. Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person.
6. Complete basic record keeping as directed.
7. Follow health and safety policies and procedures to ensure risks and hazards are minimised for yourself, colleagues, pupils and visitors.
8. Assist to maintain the security of the premises by checking entrance/exits are appropriately locked and reporting potential security breaches.
9. Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, for example, a science investigation.

10. Follow the appropriate procedure when incidents are seen or reported about pupil welfare, safeguarding or health and safety issues.

## B. Standard Duties

1. To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the academy and South Pennine Academies.
3. To implement and uphold the policies, procedures and codes of practice of the academy.
4. To take a proactive approach to health and safety, working with others to minimise and alleviate potential hazards and risks and actively contribute to the security of the academy, for example, challenging a stranger on the premises.
5. To attend and participate in relevant meetings and training as appropriate.
6. To undertake any other additional duties commensurate with the grade of the post.

## C. General

- To promote Equality and Diversity ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and no-discriminatory manner.
- To attend meetings with colleagues, parents and outside agencies as directed by the Principal.
- To adhere to safe working practices and to report any dangerous events or equipment to the relevant person.
- To carry out any other duties appropriate to the level expected of a teacher on standard scale relating to the efficient organisation of the school.
- To participate on Performance Management as required by Government Regulations.

## D. Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Disclosure Level: Enhanced**

**Responsible to: Site Manager**



# PERSON SPECIFICATION

E = Essential  
D = Desirable

A = Application Stage  
I = Interview and Assessment stage  
R = References

## Relevant Experience

Experience of a range of cleaning activities, such as using cleaning products, vacuuming, mopping, polishing and stain removals.	E	Application form /Interview
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## Education & Training Attainments

Competent in reading and writing.	E	Application form /Interview
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## General & Specialist Knowledge

Knowledge of a range of different methods for cleaning.	E	Application form /Interview
Understand the reasons why a school environment needs to be safe and secure.	E	Application form /Interview
Understand why safeguarding and confidentiality are a very important part of this role.	E	Application form /Interview
Understand the importance of wearing appropriate personal protective clothing (PPE) if applicable.	E	Application form /Interview



# SAFEGUARDING NOTICE

## Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

## Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

## Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

## Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



**Kirkheaton  
Primary School**

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Huddersfield, HD5 0HR

Telephone: 01484 548049, Email: [office@kirkheatonprimary.com](mailto:office@kirkheatonprimary.com)

Website: [kirkheatonprimary.com](http://kirkheatonprimary.com)

## PARTNERS OF THE SPA TRUST

**South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated an Outstanding ITT provider by Ofsted.**

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

### BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

