



**UPLANDS
ACADEMY**

AMBITIOUS FOR EXCELLENCE

Cleaner

Information for applicants
December 2024

CONTENTS

About MARK Education Trust

Letter from the Headteacher and CEO & Executive
Headteacher

Job Description

Person Specification

Applications

Lower High Street
Wadhurst
TN5 6AZ
01892 782135

www.uplands-academy.org
Twitter: @Uplandscc
Facebook: @Uplandscc
Instagram: @UplandsAcademy

Welcome to MARK Education Trust

After operating as a Single Academy Trust for several years, we were delighted to become a fully functioning Multi Academy Trust when Uplands Academy joined our first school, Beacon Academy, on 1st September 2022.

Our Trust's motto is 'ambitious for excellence' and this applies to all aspects of its work, including governance. From 1st 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 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 from the Chief Executive Officer and Executive Headteacher Anna Robinson and Headteacher Chris Connor

Welcome to Uplands Academy

We know that choosing a place to work in is one of the most important decisions you will make for yourself and your family so we thank you for your interest in our school and hope that the following information will assist you with knowing a little more about who we are and what we stand for at Uplands Academy.

Who we are and what we stand for

At Uplands, the relationships between our staff and our students are excellent and ones that we are proud of. Our staff have high expectations, are ambitious for our students, and they know them well. We pride ourselves on our rigorous focus on the child as a unique individual, including our most disadvantaged and those with SEND. We ensure that the lessons that our students receive are personalised and inclusive, enabling them to be actively engaged in their learning.

Uplands Academy Vision

At Uplands Academy, we want our children to be happy, successful and confident by providing the best possible education for all our students. We want to be an exceptional educational establishment for our community.

- **Our curriculum.** At MARK Education Trust, our overarching purpose is to cultivate well-rounded individuals who excel academically and socially. Our curriculum is fully inclusive so that students with SEND have the same broad, balanced experience. Expert teaching supports all our students, including our most disadvantaged, and our ambitious curriculum strategically builds the most important knowledge.

- **We have uncompromisingly high expectations** for the quality of education that our students receive, including the most disadvantaged and those with SEND - there is no room for complacency.
- **We support and encourage our school community** – we expect everyone to Make their MARK academically by being motivated, articulate, resilient and knowledgeable, both in their lessons and beyond, and socially both inside and out of our school environment by having excellent manners, being accepting, respectful and kind. These expectations are reflected in the excellent relationships that exist between our board of trustees, staff, students, parents, carers and the wider community.
- **We recruit, retain and develop exceptional staff and trustees** to ensure that through every aspect of their experience of Uplands, our students are inspired, engaged and challenged, enabling them to make excellent progress and attain well. This includes our most disadvantaged and those with SEND.
- **Our staff care deeply** - each day they strive to be positive role models, thus supporting the inclusive culture of our school environment. Our staff want our students to feel safe and happy and listened to academically, socially and in terms of their well-being. We have a culture that is highly aspirational and ambitious for excellence in all we do and where commonalities are identified and celebrated and that differences are respected, accepted, valued and nurtured.
- **As staff we model what we want to see from one another and our students** – we promote and expect a positive and motivated commitment to education from our students and their parents and carers.
- **Our standards are unapologetically high** – this applies to both our staff and students, thus enabling our teachers to teach and our students to learn and excel, at Uplands Academy and beyond.

We encourage you to come and see this and Uplands Academy for yourself during this exciting new phase for our school.

Anna Robinson & Chris Connor
Executive Headteacher & Headteacher

Job Description

JOB TITLE	Cleaner
PAY SCALE	Single Status Grade 2, Point 4 (£23,656 Full Time Equivalent)
JOB PURPOSE	To carryout an efficient service in all aspects of the job description
ACCOUNTABLE TO	Site Manager

Main Duties and Responsibilities:

- Carry out daily cleaning of Specific areas as laid down in the “Cleaners Handbook” to include the following but not restricted to:
 - Cleaning of toilets after each break or as requested
 - Undertake detailed deep cleaning e.g. window / door handles, handrails, I.T equipment
 - Minibus valet
 - P.E equipment
 - Laundry
- Remove cleaning equipment known to be faulty to storage area and label.
- Ensure cleaning cupboards are kept tidy.
- Carry out deep cleaning of indoor areas as requested using appropriate tools and chemicals in adherence to health and safety.
- Move/Transport furniture and equipment as required with-in guidelines of health and safety at works 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.
- Carry out Tasks/Duties as may be required from time to time in accordance with-in agreed local practice, reasonable requirements, and H&S guidelines.

General Support:

- Undertake lunch and/or break time duties as allocated
- 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

Person Specification

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

Person Specification

Personal Qualities

- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters

Applications

Once again, thank you for your interest for the post of Cover Supervisor.

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.

Uplands 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 786611, or email hr@uplands-academy.org



How will **you**
make your **MARK?**



Manners



Acceptance



Respect



Kindness



How will **you**
make your **MARK?**



Motivated



Articulate



Resilient



Knowledgeable



MARK
Education
Trust

