

Newhall Primary Academy and Nursery

Cleaner

(Term-Time Only plus 2 weeks in the holidays)

Application Pack

Location: Newhall Primary Academy and Nursery, Roundhouse Way, Newhall,
Harlow, CM17 9SF

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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

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

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

The application process and timetable

You are invited to submit an application form, which is available together with this document.

Closing date for applications: 4pm, Tuesday 17th July 2023

Shortlisting: Tuesday 18th July 2023 – successful candidates will be contacted by 5pm

Interviews: week commencing 17th July 2023

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the online [Equality and Diversity Monitoring Form](#) separately with their application.

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

To arrange an informal discussion or visit to the school please contact Victoria Edwards at the school office on 01279 215480 or email sbm@newhallacademy.org.

How to apply:

Application packs are available by emailing sbm@newhallacademy.org . Packs are also available on our website <https://newhallacademy.org/recruitment/> , or for collection from the school office.

Completed application forms should be sent to:

The School Business Manager, Victoria Edwards – sbm@newhallacademy.org

Or

By post/hand: Newhall Primary Academy, Roundhouse Way, Newhall, Harlow, CM17 9SF

Job Description

Post:	Cleaner (Term-Time Only plus 2 weeks in the holidays)
Responsible to:	School Business Manager and Headteacher
School / Location:	Newhall Primary Academy, Roundhouse Way, Newhall, Harlow, CM179SF
Start Date:	4 th September 2023
Salary:	Essex Pay Scale Point 1 (£20,258) plus Outer Fringe Allowance (pro rata)
Working hours:	15 hours per week, term time only, please 2 weeks in the holidays
Closing Date:	4pm, Tuesday 17 th July 2023
Shortlisting :	Tuesday 18 th July 2023 – successful candidates will be contacted by 5pm
Interviews:	Week commencing 17 th July 2023

REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested.

Scope:

We are looking to appoint a cleaner who will be responsible for undertaking cleaning across the school site as directed by the Site Manager. You will need to be able to work under pressure, have an eye for details and take pride in your work.

We are seeking someone who:

- Is hardworking, reliable, self-motivated, flexible and energetic
- Has a working knowledge of Health and Safety measures
- Has experience of using cleaning products and equipment

In return we can offer:

- A welcoming and pleasant working environment in a new build site
- Training and professional development in school and through the REAch2 Academy Trust
- Friendly and supportive staff and Governors

Responsible for:

- To carry out cleaning in all areas of the Academy as directed by the Site Manager
- To work in accordance with agreed daily routine
- To undertake deep-cleaning during school closures when working hours will be consolidated (flexibility required)
- To carry out as necessary the replacement of roller hand towels, paper towels, toilet rolls and bin liners
- To notify the Site Manager as cleaning products run low
- To undertake training as required
- To notify the Site Manager or other Senior members of staff of any damage to buildings and equipment or of anything you see that may be dangerous to pupils/staff/visitors
- All employees are expected to show a responsible attitude to health and safety and have due regard for their personal safety and that of others

- To respect the confidentiality of information
- To be aware of the high profile of the Academy and to uphold its standards at all times
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring policies and procedures are always observed

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and Experience		
An understanding of the importance of Health & Safety in the workplace	*	
An understanding of the importance of hygiene in the workplace	*	
Previous experience working in a similar role		*
Experienced in the use of general cleaning products and equipment	*	
Skills, abilities and personal attributes		
Ability to exchange routine verbal information clearly	*	
Ability to follow instructions, policies and procedures	*	
Hardworking, reliable, self-motivated and flexible	*	
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel 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 of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit 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 after six months from notifying unsuccessful candidates, 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 details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).