

ROUNDSWELL COMMUNITY PRIMARY ACADEMY



Roundswell
Community
Primary
Academy

Job Application Pack

Job Position: Cleaner

To start 1st September 2023

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Welcome:

Thank you for your interest in applying for the post of Cleaner for Roundswell Community Primary Academy.

Roundswell Community Primary Academy is a brand new school and we opened our doors in September 2020 to Nursery pupils (3 to 4 years of age) and pupils in the Reception Class. These children have started on a wonderful adventure together as they rise through the school to become Year 6 children.

With an internationally minded curriculum and a vision to deliver outstanding education, the school will introduce children to a world of opportunity. Through engaging pupils in an exciting, internationally-minded curriculum, we will enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

Roundswell Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Our team and the number of children on roll is small. This in itself brings challenges and we will all be expected to 'wear many hats' and assume various responsibilities. Therefore, the ability to work as a strong team-player is absolutely essential.

Further information regarding Roundswell Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Emma Stubbs, Business Manager, at emma.stubbs@roundswell.tarkatrust.org.uk.

Advert:

Cleaner – Grade A

Permanent 12.5 hours per week, 41 weeks per year.

Closing Date: Friday 30th June 2023 12 noon

Shortlisting Date: Friday 30th June 2023

Interview Date: Tuesday 4th July 2023, during the afternoon. Times to be confirmed if shortlisted.

Starting date: 1st September 2023

We are seeking to appoint a reliable and committed cleaner to join our friendly and dedicated premises team to start in September 2023.

We are looking for a **Cleaner** who has:

- the ability to communicate and follow instruction
- previous experience within a cleaning role
- knowledge of COSHH and general Health and Safety, including manual handling and working at height
- high standards of cleanliness
- the ability to manage workload and prioritise work
- a positive outlook and good sense of humour

If you wish to discuss the post further, please contact Emma Stubbs, our Business Manager:
emma.stubbs@tarkatrust.org.uk

This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

Job Description

Job Title: Cleaner

Salary Range: Grade A

Hours: 12.5 hours per week, 3.30pm – 6.00pm 41 weeks per year

Responsible to: The Head Teacher

Job Purpose including main duties and responsibilities

- 1.1 To ensure windows and doors are closed/locked when leaving rooms.
- 1.2 To report to Site Manager any defects seen, likely to affect security or health and safety i.e. broken window, window catches, broken tables, chairs etc.
- 1.3 To carry out cleaning duties as required by the Site Manager and in the school cleaning map. To include sweeping, dusting, door/wall washing, table cleaning, toilet cleaning, glass cleaning, mopping, use of vacuum cleaner, buffing machine as required, scrubber drier and hygiene cleaning to kitchen areas.
- 1.4 To use electrical and mechanical equipment, floor polishers etc when necessary and after appropriate training.
- 1.5 To use step ladders when necessary and with due regard to Health and Safety.
- 1.6 To use approved cleaning materials only in accordance with manufacturers printed instruction and COSHH regulations.
- 1.7 To be responsible for the care of all cleaning equipment assigned to them and report defects to the Site Manager.
- 1.8 To undertake cleaning duties in any area of the premises being cleaned or other premises as required.
- 1.9 To be aware of responsibilities for Health and Safety measures designed to protect self, other staff and users of the premises.
- 1.10 To wear protective clothing provided for them while on duty. Additionally, should wear shoes which are suitable for the work being carried out.
- 1.11 To engage and respond to the process on monitoring of cleaning standards carried out by the Site Manager.
- 1.12 To attend relevant premises/staff meetings.
- 1.13 To undertake other responsible, appropriate and relevant duties as identified by the Head Teacher and Site Manager.

This job description will be reviewed annually to reflect the plans, growth and development of the School.

Person Specification:

	Essential	Desirable
Relevant Experience		
Experience of cleaning	Yes	
Experience of working in an educational establishment		Yes
Education and Training		
Excellent organisational skills	Yes	
Awareness of relevant H&S regulations		Yes
Willingness to undertake further training as appropriate	Yes	
Knowledge and Abilities		
Ability to work independently and / or as part of a team	Yes	
Willing to carry out all reasonable cleaning tasks as directed by the Headteacher or Site Manager.	Yes	
Ability to use a wide range of cleaning equipment and to follow the School's cleaning guidelines	Yes	
Able to lift/move equipment.	Yes	
Able to communicate effectively both verbally and in writing where necessary.	Yes	
Personal Qualities		
Have a flexible approach and willing to use own initiative	Yes	
Be aware of the importance of confidentiality & safeguarding procedures	Yes	
Be punctual and reliable	Yes	
Safeguarding		
Suitable to work with children and young adults and/or vulnerable adults	Yes	
Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)	Yes	

Application, Interview & Selection

For an informal discussion about the post or for more information regarding Roundswell Community Primary Academy, please contact Emma Stubbs, Business Manager on emma.stubbs@roundswell.tarkatrust.org.uk

You will be selected for interview entirely on the contents of your application form, **CV's will not be considered**. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to emma.stubbs@roundswell.tarkatrust.org.uk

The closing date for this application is Friday 30th June at 12 noon

Roundswell Community Primary Academy and the Tarka Learning Partnership are Committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Recruitment Process

Short-listed candidates will be invited for an interview which will be held on Tuesday 4th July 2023 during the afternoon. Times will be confirmed with shortlisted candidates.

All candidates must bring with them the following documents

- Documentary evidence of the right to work in the UK (passport or birth certificate and HMRC document showing your national insurance number)
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies are not sufficient.

You will be asked to sign your application form on the day of interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.