



THE FOUNTAINS FEDERATION

ESTEEM MULTI-ACADEMY TRUST CLEANER

**10 HOURS PER WEEK, TERM TIME ONLY
PLUS 4 WEEKS
(GRADE 1 - £9.25 PER HOUR)**

CANDIDATE INFORMATION PACK

What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome
- About us
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Cleaner position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

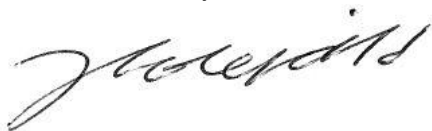
We are eager to appoint an enthusiastic cleaner to work individually and as part of a team cleaning designated areas, ensuring they are kept in a clean and hygienic condition.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Maxine Day, HR Manager, on 01623 859886 or via email to mday@esteemmat.co.uk.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About us

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown to include 8 special schools, 3 support centres (PRUs) and 1 primary school. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The MAT's main aims are to:

- Work collaboratively and strategically to secure high-quality education for all young people in our academies;
- Deliver a skills-based curriculum that is tailored to individual needs and the specific requirements of students attending our academies;
- Create economies of scale through commissioning services and purchasing resources;
- Share expertise, best practice and resources to ensure high standards and value for money;
- Exploit fully opportunities for collaborative, continual professional development.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

The advertisement

Cleaner

Location: Fountains Primary School, Bitham Lane, Stretton, Burton-on-Trent, DE13 0HB

Grade/Scale: Grade 1, scale point 1 (£17,364 FTE) £9.25 PER HOUR

Contract: 10 hours per week /Term time only plus 4 weeks

Esteem Multi-Academy Trust currently comprises of ten academies throughout Derbyshire, Derby City and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further. We wish to grow further to fulfil our vision to become a centre of excellence for SEND and Alternative Provision.

We are seeking a Cleaner

Reporting directly to the Site Officer

The ideal candidate will be enthusiastic and eager to join our established cleaning team.

Benefits include; Local Government Pension Scheme.

For further information, please contact Kathryn Linstead on 01283 247590, via email to officehigh@fountains.staffs.sch.uk or visit our website at www.fountainsfederation.co.uk. Please use the relevant application form on the MAT website/School website.

Closing date for applications: Friday 27th November 2020 (midday)

Interview date: w/c Monday 30th November 2020

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Cleaner Fountains Primary School

Post Title:		Cleaner
Location:		Fountains Primary School
Purpose:		To be part of an established cleaning team maintaining a high standard of cleanliness throughout the school.
Reporting to:		Site Officer
Responsible for:		Cleaning designated areas within school
Liaising with:		Site Officer
Working Time:		4.00pm – 6.00pm
Salary/Grade:		Grade 1 point 1 (£9.25 per hour)
Disclosure level		Enhanced DBS check
PRINCIPLE RESPONSIBILITIES		
To Achieve the Above		To work under the direction of the Site Officer operating individually and as part of a team cleaning designated areas, ensuring they are kept in a clean and hygienic condition.
Other Generic Responsibilities:		
• Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.		

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Cleaner Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		NVQ 1 or BICs in Cleaning or similar. Good standard in literacy and numeracy.
Desirable		To be discussed at interview
KNOWLEDGE AND ABILITIES		
Essential		Ability to work constructively as part of a team. Ability to relate well to children and to adults. Good organising and prioritising skills. Knowledge of health and safety procedures and precautions. Awareness of COSHH regulations. Awareness of health and hygiene procedures. Demonstrate and assist in the safe and effective use of materials and equipment. Ability to communicate effectively using various methods. Able to demonstrate a commitment to team work. Able to work flexibly to suit client needs.
Desirable		To be discussed at interview
This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.		

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2019' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered “not applicable”, where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.fountainsfederation.co.uk or you can email officehigh@fountains.staffs.sch.uk to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: Friday 27th November 2020 (midday)
Interview date: w/c Monday 30th November 2020

Completed application forms can be returned electronically to officehigh@fountains.staffs.sch.uk

If you wish to submit your application form by post, please return it to the following address:

Private & Confidential
Mrs Kathryn Linstead
Fountains High School
Bitham Lane
Stretton
Burton-on-Trent
DE13 0HB

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
K517	Cleaner	Grade 1	NJC 262	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to undertake individually, or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.

Maintenance and Cleaning

- Carry out cleaning tasks as directed by the appropriate supervisor to include:
 - Mop sweeping.
 - Single solution mopping.
 - Buffing.
 - Spray cleaning.
 - Suction cleaning.
 - Damp wiping.
 - Waste disposal.
 - Stripping and resealing of hard floors.
- Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.
- Cleaning of fixtures and fittings.
- The use of appropriate cleaning equipment and machinery.
- Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and County Council policies and procedures for Health and Safety and in accordance with training provided.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

CHILDREN AND LIFELONG LEARNING – HR SERVICES

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Person Specification Cleaner Level 1

Essential Criteria	Measured By
Qualifications/Training • NVQ 1 or BICSs in Cleaning or similar. • Good standard in literacy and numeracy.	AF/I
Knowledge/Skills • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. • Knowledge of health and safety procedures and precautions. • Awareness of COSHH regulations. • Awareness of health and hygiene procedures. • Demonstrate and assist in the safe and effective use of materials and equipment. • Ability to communicate effectively using various methods. • Able to demonstrate a commitment to team work. • Able to work flexibly to suit client needs.	AF/I

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I
AF - Application form	I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***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 and***
- ***Attitudes to use of authority and maintaining discipline.***