



CLEANER RECRUITMENT INFORMATION PACK NOVEMBER 2023



'Inspired to be the best that I can be'



Endeavour Schools Trust
The Bungalow
The Vaynor First School
Tennyson Road
Redditch B97 5BL
Tel: 01527 402031
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Dear Candidate,

Firstly, thank you for considering joining the team at Endeavour Schools Trust.

Our Multi Academy Trust was established in 2013 and is rooted in the principles of school to school working, high quality professional development for staff and in “going further and being better than we have ever been before,” so that all members of our Trust community are truly “inspired to excel.”

I joined Endeavour Schools Trust (formerly Redditch West School Trust) in October 2016 having made a very conscious decision that it was an organisation I would be proud to work for. This is because I passionately believe in the core value of the Trust encapsulated in the words of Helen Keller “Alone we can do so little: together we can do so much.” Collaboration, learning together, aspiration and retaining the unique character of each school within our Trust underpin our values and these resonate with our leaders, governors and staff so that Endeavour Schools Trust is a forward thinking, vibrant place to be.

Fundamentally, we are all driven by the same sense of purpose –to provide our children with the very best opportunities for them to thrive and achieve.

I do hope you find this pack informative and I look forward to hearing from the Head Teacher of the Academy about your application. You will be joining a family that can offer you many opportunities to progress and make a difference to our communities.

Yours sincerely

N J Wright (Mrs)

Executive Head Teacher/CEO



An Academy Trust School
'Inspired to be the best that I can be'

Dear Candidate,

Thank you for taking the time to find out more about The Vaynor First School and expressing an interest in this position.

The Vaynor First School is a proud member of Endeavour Schools Trust, alongside Crabbs Cross Academy and St George's C of E First School. The Vaynor is a happy, friendly and forward thinking school, with a highly skilled and dedicated team of teachers and support staff, who thrive in a culture where they collaborate with and learn from one another. Here at The Vaynor, we value the contribution every member of our team brings to our school, which makes it a happy and harmonious place to both work and learn. Our children are at the heart of all that we do. We want the very best for every child in our care and aim to inspire each of them to be the best that they can be, which is the motto of our school.

We provide a warm, nurturing environment where children thrive in both their learning and development. We give our children a great quality of education that develops within them a happy and healthy body, mind and soul. This prepares them well for the next stage of their education, resulting in academic outcomes above national figures, whilst fostering within them compassion for one another and the world around them.

Our positive reputation reflects our drive to shape inspirational learning for our children to engage and inspire inquisitive minds. By staying true to our core values we provide a sense of belonging and aspiration for all, to enable our children to grow as citizens of our community, country and the wider world in which they live. Through our innovative and engaging curriculum we truly live our Endeavour Schools Trust motto "Inspired to excel". Please take the opportunity to come to visit our school to talk to staff and pupils, view our learning environments for yourself, and consider whether The Vaynor First School could be your next professional home.

Yours sincerely,

Helen Colcombe

Headteacher

ENDEAVOUR SCHOOLS TRUST

All staff across the Trust enjoy the support and challenge offered through cross school working. Colleagues regularly visit and work with their counterparts in other schools and seek out innovative ideas that are making a difference within other areas of the Trust. The numbers of schools in our Trust offers opportunities for career progression for our staff, whilst still remaining small enough for each member of staff to remain a valued individual personally known by our CEO.

STAFFING The Vaynor First School

Teachers - 21

Teaching Assistants - 17

Support Staff - 26

STAFF IN OUR TRUST

Number of Teachers - 47

Number of Teaching Assistants - 46

Other Support Staff - 46

ACCOMODATION AND RESOURCES

The Trust is well resourced and is continually using its healthy finances to develop and improve the school accommodation and resources.

PUPILS

We are most fortunate in the skills, talents and qualities our children possess. Their responsive nature, and willingness to learn and succeed, provide an inspiring teaching and learning environment. The support that classroom staff, and the children receive from our specialist support staff is second to none, with several of our schools achieving national recognition for their innovative strategies to support pupils and families who have found accessing school more challenging. (AfA Lead School Status and Quality Mark)

CLEANER PERSON SPECIFICATION

	Essential	Desirable	For Interview Panel Use Only	
			Where evidence to be sought	Score 1 for evidence met
Professional Qualifications			<ul style="list-style-type: none"> • Application form • Original documents at interview 	Essential Score = Desirable Score =
Experience, Skills, Abilities and Competencies <i>The candidate <u>MUST</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i> Good interpersonal and communication skills Good numeracy and literacy Ability to work unsupervised and deliver quality work Able to work under strict guidelines Awareness of Health and Safety Regulations relating to cleaning materials and equipment Ability and willingness to use the IT offered in the school e.g., ARBOR, Office 365 Able to manage some lifting and carrying	<i>The candidate <u>MAY</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i> Level 2 English and Maths Working in an environment where you have responsibility for ensuring there is no cross contamination Working in an environment where Safeguarding of Vulnerable people is important Experience of working in the cleaning industry Experience in a customer focussed role Experience of undertaking a range of cleaning duties		<ul style="list-style-type: none"> • Application Form • Interview • Lesson observation 	Essential Score = Desirable Score =
Qualities	Well organised and methodical approach to work Enthusiasm to develop your skills and knowledge Flexibility in response to changing demands of the post Positive and approachable manner Team player Diligent Good attention to detail Able to maintain confidentiality Able to manage time effectively Desire to deliver a high-quality service to customers Able to use initiative to deal with unexpected problems			Essential Score = Desirable Score =
Other	Willingness to undertake a full DBS Check			Essential Score = Desirable Score =

JOB DESCRIPTION

Job Title	Cleaner	School/Trust	The Vaynor First School
Pay Band	Scale 2	Responsible To	Headteacher or Caretaker
Salary		Responsible For	Not applicable
Trust/School Values and Mission			
Our ambition for the Trust is to "go further and be better than we have ever been before" and our Trust vision statement "Inspired to excel" encapsulates this. The aim that underpins this is our driver, which is "from good to great."			
Main Purpose of the Post			
<ul style="list-style-type: none"> To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it. To maintain cleanliness in order to prevent any health and safety risks from occurring. Ensure that cleaning is undertaken following Health and Safety guidelines including COSHH 			
Specific Responsibilities and Tasks			
Main Areas of Responsibility <ul style="list-style-type: none"> To clean specified areas of the school to the required standard, as instructed: <ul style="list-style-type: none"> Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.); Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.); Sweeping and vacuuming floors; Polishing and dusting surfaces and furniture; Cleaning toilets and shower areas. Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels) Taking out garbage Using and storing safely cleaning materials as appropriate, in accordance with their instructions. To launder dusters, tea towels etc., if required. Empty and clean bins and remove waste to designated area. Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards. 			

- To use cleaning materials appropriately, as instructed, and economically and inform supervisor when stocks are low
- To report any damage to school property, deficiencies to the work area or other relevant matters to the Caretaker/Cleaner-in-Charge.
- To use powered cleaning equipment as directed and in accordance with training.
- To undertake relevant seasonal work as instructed by the Caretaker/Cleaner-in-Charge.

Health and Safety

- Ensuring Health and Safety regulations are adhered to under the direction of the line manager and as detailed in the Health and Safety policy
- To ensure that materials are used in a safe manner and kept secure
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Professional Development

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their training and development.

Notes

The Trust reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.

Endeavour Schools Trust and the schools within the Trust are committed to a number of principles and adhering to legislation which include the Safeguarding of Children, Health and Safety, Data Protection, Confidentiality and employment legislation. Policies relating to these and other subjects are available on the Endeavour Schools Trust Team Site in Office 365 and it is expected that you will familiarize yourself and adhere to these policies.

Academic Year of Review

Signature of Line Manager

Date Signed

Signature of Post Holder

Date Signed

CONTINUITY OF SERVICE (please see below an extract from the Trust's pay policy)

19.1 For purposes of establishing statutory employment rights, e.g. relating to probationary period or dismissal, the date of continuous employment will be the start date with the Trust. Where a member of staff takes additional roles/contracts with the Trust, the start date of these contracts will apply as the date of continuous service for establishing statutory employment rights.

19.2 Previous unbroken continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders (as amended) (which covers local authorities and related bodies) will be included in calculating redundancy entitlements. For the purpose of Annual Leave, Occupational Sickness Scheme and Occupational Maternity Pay Scheme, the date of continuous employment will be the start date with the Trust.

SALARY –

Scale 2 Full time salary £22,366 pro rata term time only plus 34.03 banked hours + 12.5 training hours

Actual salary based on 12.5 hours £7127.60

WORKING DAYS –

The working days on commencement will be Monday-Friday 3.30pm-6.00pm. These arrangements may change, and you will be advised of any changes. You should note that there is no guarantee that you will be able to work the same day or days or periods throughout the contract however this will be discussed with you at the time.

START DATE

We are looking to recruit the new candidate asap. Please note this is subject to pre-employment clearances including a satisfactory enhanced DBS having been completed.

CONTRACT

This post is permanent.

MAKING AN APPLICATION

Applicants should complete the Trust's application form, which includes the names and telephone numbers of two referees. Applications not on the Trust's application form will not be accepted. There will be an opportunity for short listed applicants to review the school.

Applications can be posted or delivered in person to The Vaynor First School or emailed to office@vfs.endeavourschools.org

Applicants should consider whilst completing their application form that the details they provide will be used for shortlisting. You should therefore ensure that you have given examples of your experience and knowledge that demonstrate your ability to undertake the requirements of the job description and, in particular, at least all attributes in the essential column of the person specification. This information will help the Trust to ensure that equality of opportunity is extended to all applicants.

REFERENCES

References given in respect of posts in education are exempt from GDPR and are requested in confidence. Applicants should be aware that as such, no references will be shared with applicants however, these references will be used to verify information from your application and any anomalies followed up at interview.

RECRUITMENT MONITORING

Within the application form is a link to an online form where the Central Team of Endeavour Schools Trust collate information for recruitment monitoring including ethnicity, age, disability and the advertising medium that you became aware of the post you are applying for. This information will be collected by the Central Team for reporting to the Trust Board annually and then destroyed. No member of the interview panel will be aware of any information that you give in this form. Whilst completion of this form is voluntary we would urge you to complete this to be able to truly report information to the Trust Board without bias.

RETENTION OF APPLICATION INFORMATION

Any information that you supply as part of your application and any documents that are created by the School as part of the recruitment process may be kept in hard copy and electronically for 6 months from the date of interview. All records for unsuccessful applicants will be destroyed after that time.

POLICY STATEMENT ON RECRUITING APPLICANTS WITH CRIMINAL CONVICTIONS

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore applicants shortlisted for interview will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

For further information on filtering please refer to Nacro [guidance](#) and DBS [website](#).

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying

INTERVIEW ARRANGEMENTS

All applications will be reviewed on receipt and shortlisted candidates will be notified and invited to interview. Please note, we reserve the right to interview prior to this date should it be suitable for all parties. Due to the high volume of applications that the Trust receives only shortlisted candidates will be contacted. If we do not shortlist you, we wish you every success in the future.



Endeavour Schools Trust

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

- A) An enhanced DBS disclosure;
- B) Checks of professional status (EWC; QTS etc.)
- C) Confirmation of professional qualifications
- D) Receipt of strong references (if not already received by the time of interview); and
- E) Medical clearance

2. We only accept applications completed on the application form you have received along with this statement. Please do not send CVs or open testimonials/references.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The Referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.