



**Cleaner**  
Candidate Pack  
January 2023





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# About us



Havelock Schools are a place where each individual is encouraged to shine and develop to their full potential, staff and pupils alike are proud to be a part of our schools. We believe that everybody is unique and our role is to cherish that individuality, whilst working together as part of a learning community.

Everybody can succeed through determination, hard work and encouragement, which is why learning behaviours are so important to our philosophy – we stick at it when the going gets tough and ‘never, ever, ever give up’. We also believe that true and deep learning happens when we find things tricky.

As a federated Infant and Junior School we cover ages 4 to 11 years and the schools combined can accommodate approximately 630 children in a 3 class intake from Reception to Year 6. From September 2013 The Havelock Schools gained academy status and is part of the Pathfinder Schools Trust.

In March 2016 Havelock Infant School was inspected and successfully gained an OFSTED ‘outstanding’ status. In July 2017 Havelock Junior School was inspected and successfully achieved an OFSTED ‘good’ rating.



# Ethos & Values

## Vision statement

Havelock Schools  
unlocking the door to  
lifelong learning – a place  
where everyone is  
inspired to reach their full  
potential

### Our responsibilities

- Be ready
- Be respectful
- Be safe

## Mission and Aims

- To provide creative, personal, physical, moral and spiritual development
- To promote learning that excites, inspires and motivates all
- To empower and value individuality in order to develop confident learners prepared to face our changing world
- To create a welcoming and nurturing community where children feel safe and valued and diversity is celebrated
- To provide an engaging and progressive curriculum that promotes curiosity, challenge and choice
- To have high expectations that develop positive resilient thinkers who are not afraid to fail, have motivated minds and a passion for learning
- To encourage and motivate independence by promoting positive thinkers, problem solvers and resilient learners able to reach their full potential
- To share and value experiences as part of a collaborative team, showing mutual respect for all members of our learning community





# Career development



We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

**Apprenticeships**-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

**Early Career Framework**-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

**National Professional Qualifications (NPQ'S)**-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

“ ”

What our  
staff  
appreciate  
most

Wonderful  
colleagues (friends) I  
can feel proud that  
we do our best for  
our children

The approachability of  
SLT  
if I have an idea that I  
believe would benefit  
students

The fantastic  
people that I work  
with. The children  
that I get to work  
with

The effort and  
time people put into  
the job

Supportive  
leadership,  
supportive  
colleagues

Work life balance

Friendship &  
team work

The supportive team,  
feeling valued

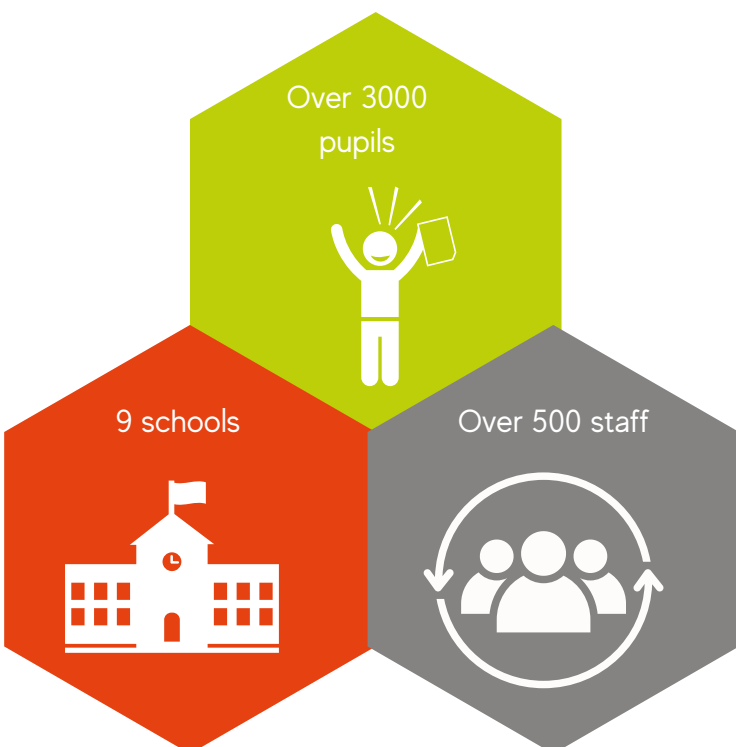
How we care for  
our children



Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

**Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.**

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.



"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"

Ann Davey-CEO-Pathfinder Schools

## OUR PURPOSE

We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

## OUR VISION

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

## OUR VALUES

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

# Cleaner Advert



Contract type-Permanent

12.5 hours per week, 42 weeks per year

Salary - Grade B Points 1 - 2  
£20,258 - £20,441 per annum pro rata

Closing date-9th February 2023

Interviews - To be confirmed

Start date - 20th February 2023 or flexible for  
the right candidate.

How to apply

To apply, please complete a Pathfinder Schools  
support application form, which can be  
downloaded from the vacancies page of the  
website

[www.pathfinderschools.org.uk/join-us/vacancies](http://www.pathfinderschools.org.uk/join-us/vacancies)

Completed application forms should be sent to  
[recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

Find out more

We would like to take the opportunity to invite  
prospective applicants to come and see our  
schools in action, and ask any questions you may  
have. To arrange a visit, please contact Sharon  
Bindley, Business Manager, on 01536 760361 or  
email [sbindley@havelock.pfschools.org.uk](mailto:sbindley@havelock.pfschools.org.uk)

Havelock Schools are a place where each individual is encouraged to shine and develop to their full potential, and staff and pupils alike are proud to be a part of our schools. We believe that everybody is unique, and our role is to cherish that individuality, whilst working together as part of a learning community.

We currently have a vacancy for a part-time Cleaner, our cleaning team provide a vital and valued role at Havelock Schools, helping maintain our high standards of hygiene, health & safety and ensuring our learning environment supports the learning of our children.

We are looking for individuals who are reliable, hard working with a flexible approach, if this sounds like you, we would love you to join our team.

We are proud of Havelock Schools and welcome visits from prospective applicants. Visits can be arranged by contacting Sharon Bindley, Business Manager for Havelock Schools on [sbindley@havelock.pfschools.org.uk](mailto:sbindley@havelock.pfschools.org.uk)

To find out more and to apply, please complete a Pathfinder Schools application form, which can be downloaded from the Pathfinder Schools website <https://pathfinderschools.org.uk/join-us/vacancies>. Completed applications should be sent to [recruitment@pathfinderschools.org.uk](mailto:recruitment@pathfinderschools.org.uk)

Havelock Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address : Havelock Schools - School Policies & Reports

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust, we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.



Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

# Cleaner

## Job Description



**Responsible to:** Site Supervisor

**The purpose of the post:** To provide an exceptional cleaning service for Havelock Schools. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.

### Main Responsibilities and Tasks:

The normal duties will usually include the following:

- To be responsible for cleaning designated parts of the school site, following Health & Safety guidelines and relevant internal procedures at all times. This will include displaying health and safety notices such as wet floor signs and to be aware of creating trip hazards.
- The safe use of chemicals and cleaning materials following Health and Safety guidelines, the manufacturer's instructions and to wear Personal Protective Equipment (PPE) (rubber gloves and tabards)
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers, following Health & Safety guidelines.
- To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
- To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, to the Site Supervisor immediately.
- Be aware of and adhere to Havelock Infant School H & S policy & lone working Policy
- To relate to staff, children and visitors in a cooperative and pleasant manner
- To maintain confidentiality regarding all school matters

Note-during periods when the school is closed, enhanced cleaning will be undertaken throughout Havelock Schools by the cleaning team. This may include high level dusting and wall washing.

### CLEANING ROUTINES

Routines are subject to change based on the needs of Havelock Schools, changes to routines will be under the direction of the Site Supervisor/s or appropriate senior leader.

Daily cleaning general:

- Empty all general waste bins
- Put out any cardboard for recycling as necessary
- Hoover-am/pm-ensuring MAIN LOBBY is hoovered ready for the new school day
- Replenish paper towels, toilet rolls, tissues, soaps, air freshener as required(LT)
- Clean all class tables using appropriate cleaning product to remove glue, pen marks etc.
- Clean all pupil and staff toilets (exc HT)

- Clean all sink areas and mop floor with 'disinfectant' including teacher sinks etc.
- Clean all areas-sweep/mop as required.
- Clean lunch trolleys with caterclean
- Disinfect all internal door handles using caterclean

Daily lobby cleaning:

- Hoover
- Polish
- Clean glass front door
- Clean glass hatch (lobby side)

Daily staff room cleaning

- Clean staffroom table and work surface
- Clean staff toilets/sinks as above
- Wash any residual mugs etc. and clean main kitchen sink area up to 5:50pm
- Empty waste bins
- Replenish washing up liquid/ kitchen towels as required.
- Replace J CLOTH-new MON wkly.
- Wipe down of the microwave

Twice-weekly:

- Hoover and polish OFFICE & HT ROOM
- Clean glass hatch window inside
- Clean HT toilet and sink

Weekly:

- Clean ALL glass windows in doors - especially entrance doors (main & kiva & yr. double doors)
- Clean computers screen & keyboard ALL classes \*Mon Wed Fri
- Clean HALL-dust piano, music centre, window ledges, use caterclean on food splash area.

Half termly:

- Clean ALL accessible window ledges in classroom and hall
- Move things in classrooms- to clean- e.g. mobile storage cupboards
- Clean all window ledges- Teachers to be advised to remove all items to allow access
- Clean and defrost the staff fridge

Additional holiday work schedule/training days:

- Clean inside all windows below 11ft
- Deep clean of wet areas
- Eliminate lime scale- through the safe use of appropriate products
- Dust pipes, less visible areas and remove cobwebs around ceilings
- Thoroughly disinfect Sico tables, including underneath the tables and the accompanying seats

# Cleaner



# Person Specification

AF = Application Form I = Interview

Essential Specifications & evidence provided:		Specifications that would be desirable for this position:	
Qualifications			
A good standard of general education, with good literacy skills.	AF/I	Academic qualifications in numeracy and literacy  Relevant certificated training in First Aid, Manual Handling, COSHH, Health & Safety.	AF
Experience/Knowledge/Skills			
The ability to work as part of a team Ability to follow set cleaning procedures and routines The ability to work on your own initiative when appropriate The ability to work without close supervision The ability to undertake the physical requirements of the post Willingness to undertake training Have an understanding of health & safety policies and procedures, specifically COSHH Hold and maintain high standards across all aspects of cleaning.	AF/I I I I AF/I AF/I AF I I I	Experience of working with people. Previous experience in a cleaning role. Previous experience working in a school or educational environment.	AF AF AF
Written Application			
A well-constructed application with good literacy skills demonstrated.	AF	Typed Application	AF
Communication			
An ability to communicate effectively Understand the importance of confidentiality. An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students	AF/I AF/I AF/I		

# Cleaner



# Person Specification

AF = Application Form I = Interview

Essential Specifications & evidence provided:		Specifications that would be desirable for this position:	
Equal Opportunities			
A commitment to equal opportunities.	AF/I	Examples of good practice from their own experience.	AF/I
Dress Code			
A willingness to wear the school cleaning uniform Be well presented at all times	AF I		
Safeguarding			
A commitment to safeguarding and promoting the welfare of children and young people Enhanced DBS disclosure check	I I		

# Contact us



1 Visit us Havelock Schools  
Havelock Street,  
Desborough  
Northamptonshire,  
NN14 2LU

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2 Call us Infants : 01536 760486  
Juniors : 01536 760361

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3 Email [sbindley@havelock.pfschools.org.uk](mailto:sbindley@havelock.pfschools.org.uk)  
us

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4 Visit [www.havelockschools.org.uk/](http://www.havelockschools.org.uk/)  
our  
website

