



Application Pack and Job Description
Newton Abbot College
School Cleaner



Newton Abbot College

School Cleaner

Immediate start

£12.26 per hour

Newton Abbot College is seeking to appoint committed individuals to join the College's Premises Team, which is responsible for maintaining the highest standards for our students.

If you would like to work 3 hours per day, 15:15 – 18:15 Monday to Friday, primarily during term time (with an additional 3 weeks being worked during the holiday periods), then we would like to hear from you.

The role is for a general cleaner role within a school setting and will include but will not be inclusive of the below list -

- Mopping and buffing floors
- Vacuuming
- Polishing
- Sanitising
- Emptying bins
- Cleaning of toilets, kitchens, classrooms & public areas

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about this post or would like to arrange a visit, please contact Peter Rowe, Estates and Facilities Manager via email to Prowe@nacollege.devon.sch.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should either be submitted online, emailed to recruitment@ivyeducationtrust.co.uk or handed into the school reception. Interviews will be arranged once your application has been reviewed.



Dear applicant,

First, I would like to say a huge thank you for your interest in working at Newton Abbot College.

When I started as Headteacher in September 2021 every time I asked a member of staff what they loved about working at Newton Abbot College the reply came back the same: the staff and the students! And after working her for three years, I completely agree with them; our staff body are friendly, caring, inspiring, diligent and collaborative. They epitomise the essence of team and I feel privileged to be part of it. And our students are kind, respectful, hard-working and take a real pride in our college community and the role that they play in it; they make me proud!

As a staff, our mission is to provide *a//*our students with the best possible educational experience that we can; an experience that supports, challenges & inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within the Newton Abbot College Lesson Framework that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering an enrichment calendar which is unrivalled in its breadth of offer and in what it has enabled our students to experience and achieve – most recently our U-14 and 16 Netball teams getting through to the National Finals, and the college being awarded the ArtsMark Platinum Award.

We treat everyone in the Newton Abbot College community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of courage & perseverance, hard work & achievement, kindness & respect and pride & aspiration; values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole college framework of behaviour for learning expectations; centralised behaviour systems; a weekly coaching programme for all staff (because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better!'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong Pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to offer the best and be the best and would like to be part of the Newton Abbot College team as together we aim to achieve our mission, then please apply; we would love to hear from you.

Amy Grashoff
Headteacher
Newton Abbot College

Job Description

Post Title:	Cleaner
School:	Newton Abbot College
Working Hours:	15 hours a week, 41 weeks a year, 15:15 – 18:15 Monday - Friday
Salary Grade:	Scale 1, Point 2 (£12.26 per hours - £23,656 Full time equivalent salary pro rata per annum).
Contract Type:	Permanent
Responsible to:	Estates and Facilities Manager

Role Description

As part of the Premises Team to provide an efficient, effective and responsive cleaning service. As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives.

Key responsibilities

Main Duties:

- To clean the college premises to a high standard. This will include toilet areas, replenishing consumable items (soap, toilet rolls, paper towels) when required, washing, sweeping, vacuum cleaning, dusting, polishing, litter picking and emptying bins
- To move rubbish to designated collection points
- To use cleaning products and equipment safely
- To use electrically powered machines as required
- To be involved in specialist and periodic cleans as required
- To work flexibly and be adaptable with colleagues in the Premises Team to ensure the highest standards of safety, security, cleanliness and service are achieved
- To be proactive in reporting items requiring repair or replacement to the Line Manager
- To identify and report health and safety matters to the Line Manager
- To maintain effective communication with both staff and students at all times
- To adhere to working practices, methods and procedures, undertaking relevant training and development activities and responding positively to new and alternative systems
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

Support team:

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required

Other Duties:

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Basic level of education		✓
Professional Experience and Knowledge		
Proven experience of commercial cleaning		✓
Ability to use cleaning machinery, eg, buffing machine, carpet cleaning machine		✓
Manual handling		✓
Customer Focused Environment		✓
Personal Aptitudes, Qualities and Skills		
Highly motivated and enthusiastic	✓	
High expectations of self	✓	
High professional standards	✓	
Knowledge of basic Health and Safety		✓
Able to work safely and effectively on own initiative	✓	
Ability to work under pressure, prioritise and meet deadlines	✓	
Flexible and adaptable approach	✓	
Ability to work effectively as a member of a team	✓	
Attentive to detail	✓	
Ability to demonstrate and promote good practice in line with the ethos of the College	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

Why work at Newton Abbot College? Because we look after our staff.

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Fairy Godmother scheme – every member of staff has an anonymous fairy godmother who leaves them messages (cards and/or gifts).
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Annual flu jab offered to all staff.
- 

Annual diary/and or planner and staff handbook for all staff to aid planning and induction.
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No am briefings after a late-night whole school event.
- 

No after school meetings in the first and last week of each half term.
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In-trust career development and leadership courses; support to access the NPQ suite of courses and progression opportunities within the college's leadership structures.
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Centralised detention system for non-completion of homework and behaviour that does not meet expectations.
- 

All teaching staff receive weekly incremental coaching as their personalised CPD to develop pedagogy; no whole school one-size-fits-all approach.
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Staff social events each term and staff sport sessions/running club.
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PowerPoint clicker, visualiser and timer for all teaching staff to facilitate lesson delivery.
- 

Dedicated INSET days following exam and assessment windows to allow for marking, moderation and planning.
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Regular safeguarding updates to empower & protect staff.
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New staff buddy system: a buddy outside the department to catch up with for support.
- 

Transparent meetings schedule and sacrosanct line management meetings to ensure consistency of experience.
- 

Room 101 – regular opportunities to meet with the Headteacher and talk about things you'd like to change about the college.
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Laptop and tablet for teaching staff to allow for administering of ClassCharts without interrupting use of PowerPoint/other software delivering the lesson.
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Late start/early finish cards x 2 for every member of staff.
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SLT & coaching team open door policy.
- 

College calendar published at the year start detailing deadlines for advance notice.
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Centralised department schemes of work and shared resources.
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Three cover supervisors employed to minimise rarely cover.
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Only three data drops a year per key stage, staggered to ensure drops are manageable and timely.
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Cake (and fruit)-at-break Fridays.
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Communication strategy that protects time outside of the school day by promoting a 7am-7pm email window, core working hours, individual working patterns and no-email days.
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Numerous strategies to value staff contributions e.g. colleague of the month, thank you postcards, shout-outs.

Our mission is to provide all our students with the **best educational experience** we can. We are **driven** by having **high expectations & standards** in all we do; delivering **high quality lessons** that **inspire & engage**; maximising **opportunities & outcomes**; treating all individuals with **care & compassion**; and creating a strong **culture & college community**.