

**Contents**

[Letter from Catherine Paine, Chief Executive Officer 3](#_Toc164251096)

[Our Cornerstones and Touchstones 4](#_Toc164251097)

[The role 5](#_Toc164251098)

[The application 7](#_Toc164251099)

[The application process and timetable 7](#_Toc164251100)

[Safeguarding, Safer Recruitment and Data Protection 8](#_Toc164251101)

[Job Description 9](#_Toc164251102)

[Person Specification 10](#_Toc164251103)



**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**School Cleaner** - **Water Lane Primary AcademyBroadley Road, Harlow, Essex, CM19 5RD**

We are seeking a hard-working and dedicated a **School Cleaner** to work in our friendly school. You will work as part as a team, undertaking various cleaning duties throughout the school to ensure our children’s learning environment is always clean. For a successful candidates we offer permanent contract working on a part-time basis starting as soon as possible.

**In particular, successful applicants should have:**

* Experience of similar work
* Ability to work constructively as part of a team
* Ability to relate well to children and to adults
* Good organising and prioritising skills
* Ability to keep accurate cleaning records
* Evidence of a commitment to safeguarding and promoting the welfare of children and young people
* Ability to work flexibly to suit school needs

**You should:**

* Have good communication skills
* Have the ability to use initiative
* Be willing to undertake direction and guidance
* Be ready to work as part of a team
* Use time effectively to ensure all spaces are ready for learning

**Salary and Weekly Working Hours**

* **Salary** : NJC Point 2 to 3 E & W (£22,266 - £22,737) plus Outer Fringe plus Allowance of £689 FTE pro rata

**Actual salary approx.** £6,231 - £6,331 per year

* **Cleaner**  – working **10 hours per week**, 2 hours per day from 3.30 pm to 5.30 pm
* **All year round** with holiday entitlement

**Background Information about the School**

Based in Harlow, and set in large and beautiful grounds, Water Lane Primary Academy is a happy and safe environment in which children can learn, grow and develop into confident and successful young people.

The school has a caring team that works hard to reach high standards in everything they do. The school firmly believe that education is a partnership between home and school and regard parents as an active partner in their child’s education.

Through the school’s engaging curriculum, they ensure that children can foster a passion for learning and curiosity that will help to develop: a strong knowledge base, high aspirations and a lifetime of memories. The school has a focus on Visible Learning strategies that promote independence, develop resilience and encourage all our children to become inquisitive, life-long learners.

Like many REAch2 schools, Water Lane Primary Academy supports a community that is socio-economically mixed and thenumber of students who are from minority ethnic backgrounds is above the national average.

# The application

You are invited to submit an application form to **Amy Rawlinson, Headteacher** by email[**recruitment @reach2.org**](mailto:recruitment@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

Informal conversations and School Visits are welcomed and encouraged. Please contact the school office using **01279 417410**

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | **Applications will be assessed upon submission.** |
| **School visits:** | By appointment only, please contact school office to arrange the visit |
| **Interviews:** | To be arranged with shortlisted candidates |
| **Contract details:** | Permanent, part-time, 10 hours per week (Monday-Friday, 3:30-5:30pm), 52 weeks per year with holiday entitlement |
| **Salary:** | NJC Point 2 to 3 E & W (£22,266 - £22,737) plus Outer Fringe plus Allowance of £689 FTE pro rata |
| **Start date:** | As soon as possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post: Cleaner**

**Salary:** NJC Point 2 to 3 E & W (£22,266 - £22,737) plus Outer Fringe plus Allowance of £689 FTE pro rata

**Responsible to:** Site Manager

**Core 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 to ensure they are kept in a clean and hygienic condition.

**Responsibilities**

**Maintenance and Cleaning**

Carry out cleaning tasks to include:

* Mop sweeping
* Single solution mopping
* Buffing
* Spray cleaning
* Suction cleaning
* Damp wiping
* Waste disposal
* Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness
* Cleaning of fixtures and fittings.
* Use of appropriate cleaning equipment and machinery.
* Ensuring the safe use of chemicals, machinery and equipment whilst carrying out the cleaning function in line with current legislation, standards and REAch2 policies and procedures for Health and Safety in accordance with training provided.

**Support to School**

Promote and safeguard welfare of children and young persons.

* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate safeguarding personnel.
* Be aware of and support 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 training and other learning activities and performance development as required.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| Enhanced DBS Check | **\*** |  |
| **Knowledge/Qualifications and experience** | | |
| NVQ Level 1 in Cleaning or similar |  | \* |
| Good standard in literacy and numeracy |  | \* |
| Awareness of Health and Hygiene procedures |  | \* |
| Awareness of COSHH Regulations |  | \* |
| Experience of similar work | \* |  |
| **Skills, abilities and personal attributes** | | |
| Ability to work constructively as part of a team | \* |  |
| Ability to relate well to children and to adults | \* |  |
| Good organising and prioritising skills | \* |  |
| Ability to keep accurate cleaning records | \* |  |
| Able to work flexibly to suit school needs | \* |  |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people | \* |  |
| Commitment to promote and support the aims of REAch2 | \* |  |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.