

Station Road Broughton Astley Leicestershire LE9 6PT
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www.thomasestley.org.uk

Principal: Mandi Collins

July 2020

Dear Applicant

Temporary Cleaner – Bank/Relief Staff

Thank you for your interest in the post of Cleaner at this Community College. If making an application, please view the Job Description, Person Spec and Application Details before completing the application form. I hope you find the information of value in considering and, if appropriate, making your application. The closing day for applications is Wednesday 5th August 2020.

As a Cleaner you would become a member of the College's Premises Team led by Rob Fisher, Site Manager. The team consists of the Site Manager, two Premises Officers, Andy and Dene, a Cleaning Supervisor Jane and a team of 8 part time Cleaners.

Thomas Estley Community College is a very busy, thriving and rapidly expanding College serving the village of Broughton Astley and the surrounding area. We became an Academy Trust in August 2012 and a Teaching School this year. We have a current number on roll of 850 Key Stage 3 & 4 pupils (11-16 year olds) with a number of pupils with special educational needs. The College also has extensive extended schools provision including Before and After Schools Clubs, Pre-school, Youth Clubs, as well as adult and community clubs and training courses which all happen at the College during the day and evening. Therefore flexibility in cleaning areas and tasks to work round groups who may be in during normal cleaning times is required.

As with all staff we have high expectations of the person we hope to appoint. This position will require a commitment to high standards in the duties. We think the successful candidate can expect of us a supportive and lively environment in which to work and contribute.

The closing date for applications is Wednesday 13th August 2020.

I look forward to receiving your application.

Yours faithfully

Mrs Ann-Marie Willett
College Manager

Success Academy Trust

Registered in England
Vice-Principals: C. Cornelius, R. Fegan

Company No: 8135389

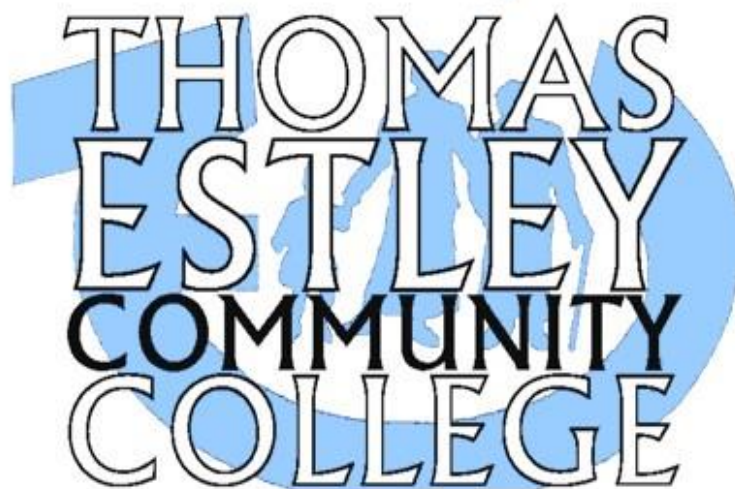
Registered Office: As above

Assistant Principals: M. Young, J. Hartley

VAT Registration No: 153 2274 31
College Manager: A.M. Willett



SUCCESS  AT



Community of courage and commitment to success

Application Pack

Thomas Estley Community College

“A Community of Courage and Commitment to Success”

Thomas Estley is a successful 11-16 Community College serving the villages of Broughton Astley, Cosby as well as Whetstone and surrounding villages. We are the secondary school in Success Academy Trust, working with three local primaries and a preschool within the Trust, 'Building Leadership and Character Together.' We host part of Birkett House Special School within the college and are passionate about inclusion and meeting the needs of every one of our students.

The college has a strong tradition of innovative curriculum planning and its curriculum has been a national case study with aspects adopted by a number of schools locally and nationally. Thomas Estley is a Teaching School, lead school in the Thomas Estley Learning Alliance (TELA) including almost 40 secondary and primary schools, and a National Support School. As a result, the college engages in significant School to School Support and CPD provision. We are also a Centre for School Direct placements for those looking to train as a teacher. The college is a vibrant, innovative and forward-looking institution, a place which never stands still but constantly seeks improvement.

All of our Trust staff have a Staff Wellbeing entitlement and a Leadership Development entitlement, as well as our Three Keys to Success.

Featuring additional entitlement to our 'Three Steps to Success' for all our Success Academy Trust Staff

 **ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE AND EXPERIENCE**

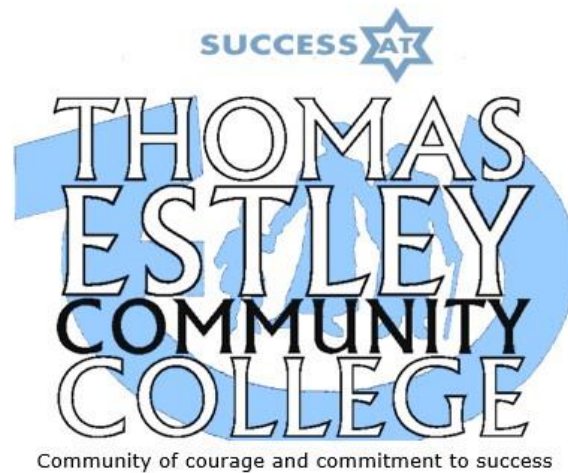
 **TALENT MANAGEMENT DEVELOPMENT ROUTES WITHIN THE TRUST WITH A PERSONALISED CAREER PLAN**

 **WELLBEING FOR SUCCESS – OUR OWN PERSONAL WELLBEING AND SUPPORT PACKAGE TO HELP YOU FLOURISH**



All of our work is firmly based within our values, collaboratively agreed and committed to by all of our stakeholders.

1. Aiming to achieve our best.
2. Taking full advantage of every learning opportunity.
3. Showing resilience through our experiences and challenges.
4. Seeking out our talents and following our dreams.
5. Reaching out for opportunities to lead and encourage others.
6. Making a positive difference and celebrating success.
7. Including the whole community, sharing, caring and giving time as needed.
8. Treating each other with kindness, fairness and respect.
9. Finding space in our lives for fun, joy, praise and laughter.



SUPPORT TEAM
JOB DESCRIPTION

<u>Job Title:</u>	CLEANER
<u>Grade:</u>	LCC – Grade 1
<u>Working Hours:</u> worked	2.5 hours per day, Monday – Friday, term time only, plus 50 hours to be during holidays as directed by Site Manager Shifts Available either – 6.00am until 6.30am or 3.30pm until 6.00pm
<u>Responsible to:</u>	Site Manager
<u>Functional Relationships:</u>	Premises Officer, College Manager, Personnel Assistant and other support staff, College Principal, Vice Principals, College members, Local community.
<u>Job Purpose:</u>	To support the Teaching Staff, to meet the academic, pastoral and other needs of the pupils to achieve their full potential by undertaking cleaning duties in accordance with an agreed schedule and to a required standard to ensure pupils and staff have a comfortable, clean, safe and well maintained environment in which to work.

DUTIES AND RESPONSIBILITIES

A DUTIES

- To undertake general cleaning duties (e.g. sweeping, mopping, dusting, glass cleaning, emptying of bins, wall washing, toilet cleaning, use of vacuum cleaners and floor polishing equipment) to an agreed schedule and to a required standard.
- To comply with health and safety legislation, College policy/procedures and good health and safety working practices in relation to use of College premises and own duties and responsibilities. Report any 'breaches' of safety regulations/policies or other safety concerns noticed to the Premises Officer.
- To ensure that cleaning equipment and materials are safely maintained, stored and used.

- To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
- Where practical, to ensure that windows and doors are closed and locked when leaving rooms.

B GENERAL

Undertake duties elsewhere within the Support Team as required, Such other duties as required commensurate with the grade of the post

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. In fact the make up and emphasis of duties will be one area covered in annual review of the post and rewritten accordingly. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

It is vital to the ethos of the Support Team that the postholder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the Team and treats co-operation and support for colleagues as a top priority.

SPECIAL INSTRUCTIONS

To ensure a safe working environment in accordance with Health and Safety Regulations

To attend fire drills and staff meetings as required

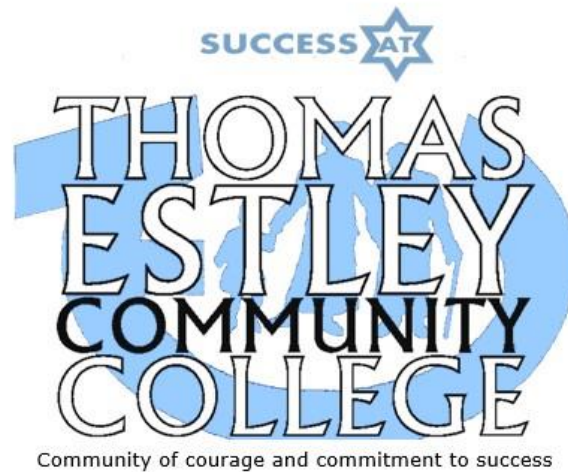
To attend training events as required

To respect the confidential nature of personal information

Participation in, contribution to and evaluation of training and development opportunities including those arising from annual staff review.

COMMUNICATIONS

In consultation and partnership with the College Manager and other members of the Support Team, support and sustain effective communications throughout the College arising from clerical and reception duties.



Job Title: Cleaner

Grade: 1

	Essential	Desirable	How assessed
<p><u>Appearance/health</u></p> <p>Tidy</p> <p>Good standard of spoken English, clear and comprehensive</p>	<p>✓</p> <p>✓</p>		<p>Int</p> <p>Int</p>
<p><u>Qualifications</u></p> <p>Able to read written instructions clearly</p>	<p>✓</p>		<p>App/Int</p>
<p><u>Skills/Attributes</u></p> <p>Ability to respond flexibly to changing demands</p> <p>Able to follow written and verbal instructions</p> <p>Be able to work using own initiative to ensure all task are complete.</p> <p>Work well as part of a team</p> <p>Demonstrate good communication skills</p> <p>Able to complete tasks to a high standard</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p>

Experience of working in a similar environment or role		✓	
<u>Knowledge</u>			
Understanding of Equal Opportunities in a school context and be able to recognise discrimination in its many forms	✓		
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med
Must be eligible to work in the UK	✓		Doc

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)