



‘Innovative Education - Transforming Lives’

Recruitment Pack

Cleaner

March 2021

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Mission Statement

At Exceed Learning Partnership, we are committed to improving the life chances of all children. Where we have the capacity to make a difference, we are morally bound to do so.

We believe every child deserves the best possible start in life; a world class education aimed at helping the children in Exceed Learning Partnership academies to become successful learners, confident individuals and responsible citizens.

Our mission is to help every young person in our academies to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.

Members of the Trust strive together for excellence in partnership, so that our children, staff and communities benefit from excellent teaching, learning, leadership and opportunities.

Motto: 'Every Child, Every Chance, Every Day!'

The child will always be at the centre, with personalised learning as our starting point, making the challenges of 'Helping children achieve more' a reality. Each child will be encouraged to develop a greater understanding of themselves as a learner, what their strengths are, how they can share these with others and their next steps in their continual learning journey. Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of Exceed Learning Partnership will be a learning curriculum which builds the characteristics of learning across all the academies within the Trust. This will focus on our learning philosophy skills: Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.

What are our Key Values?

Passion - Working in education, we have the ability to profoundly change children's lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our academies what we would want for our own children.

Positivity – We all have a responsibility to be positive and supportive of ourselves, each other, our pupils and the communities we serve. Staff are prepared to go the extra mile to provide the best possible education for their pupils. Negativity leads to low expectations and a culture where excuses are tolerated.

Aspiration - Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

Excellence - The amount of time children spend in education is finite. We have a responsibility to ensure that every moment a child is in an Exceed Learning Partnership academy must be spent productively. Once wasted, it is gone forever and cannot be given back.

Integrity & Honesty – We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches to learning and focus on developing holistic people.

Innovation – Enjoyment and excitement should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff.

Social Justice – At Exceed Learning partnership we are concerned with achieving equitable and quality education for all pupils. ... Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

We will achieve our Ambition by ensuring:

- Excellence in learning where our pupils are enabled to be creative thinkers and turn their ideas into actions;
- A diverse, inspirational curriculum, with exciting enrichment and leadership opportunities;
- The development of skills and networks for the future, including for the world of work;
- Our Learning curriculum and values are interleaved through all our priorities in order to develop life-long skills which develop our pupils into responsible, confident and successful members of our communities and wider society;
- Creative, resourceful staff facilitating challenging and stimulating learning, where career progression is mapped and supported;
- High standards of governance, with financial security and effective leadership and management with strong support services to enable our academies to focus on achieving excellent outcomes.

POWER TO CREATE

Outstanding Professionals:

- Winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others;

Innovative Systems Enabling Creative Schools

- Innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led

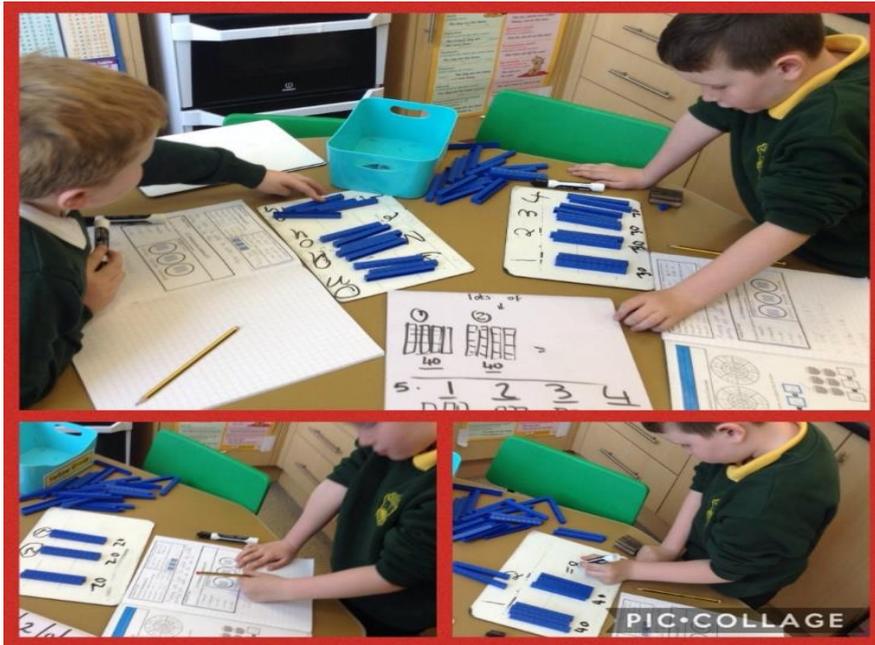
Strong Partnership and Communities

- Working closely with our local communities and parents to secure the best outcomes and opportunities for our learners. Creating a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all

WHICH ENABLES...

EXCEPTIONAL LEARNERS

Learners who are highly successful with attributes, skills and qualifications for a fulfilling life. They have a high quality school experience and enjoy an abundance of opportunities.



About our Academies

Edlington Victoria Academy and Hill Top Academy are both large primary academies in the village of Edlington, Doncaster, for pupils of nursery age through to Year 6. Edlington Victoria has 281 pupils on roll, and was judged as 'good' during its last Ofsted inspection in July 2016. Hill Top was judged 'outstanding' in November 2011. It is a National Support School and the CEO is a National Leader of Education. Hill Top currently has 398 pupils on roll. Carr Lodge Academy in Balby, a newly-built school in 2015, will offer 420 places to primary pupils and secured a 'good' judgement in January 2019. Exceed Learning Partnership has recently welcomed Sandringham Primary School to our Trust; a large primary in Intake with 455 pupils on roll. This academy has a 'good' inspection judgement, secured in June 2018. Hatfield Sheep Dip Lane Primary joined the Trust in April 2020. It currently has 276 pupils and serves the Hatfield/Dunsville community. It currently has a judgement of 'requires improvement.' In its last inspection. All our pupils come from a range of social and cultural backgrounds and the academies have a very strong community ethos which influences all aspects of academy life.

The academies have dedicated senior leaders who support the work of the CEO / Executive Principal in leading and managing improvement, under the guidance of a dedicated Board of Directors and Local Governing Boards. The academies also have a large number of support staff to enhance learning

opportunities, including HLTAs and experienced Teaching Assistants. The academies are fully committed to the inclusion of all pupils and to providing the pupils with the most exciting and inspiring learning opportunities in order to raise standards and meet the core offer of extended services.



Letter from the Principal

Dear Applicant,

Thank you for your interest in the position of Cleaner at Carr Lodge Academy.

Carr Lodge Academy is in its fifth year of operation. During this time, we have made great strides in building a highly effective team of staff who are committed to providing the very best education for the pupils within our care. This is a really exciting time for us as we are now part of Exceed Learning Partnership, a Doncaster-based, high-performing multi academy trust and we were recently judged to be good in all areas in our first Ofsted inspection in 2019.

At Carr Lodge Academy we look to appoint highly motivated people who can take the Academy forward and deliver our vision and ethos. We value every child's welfare and strive to give every child an opportunity to progress to their best ability, with the help of a dedicated team of staff, governors, parents and children.

This is an exciting opportunity for the successful applicant to use their skills and individuality. At Carr Lodge we have the very best facilities in order to deliver high quality teaching and learning. We foster a positive climate and strive for all staff to develop and pursue a successful career. In order to achieve this, we put the maximum amount of effort into creating the very best professional development opportunities. As part of Exceed, Carr Lodge is collaborating with outstanding schools and leaders, which is ensuring that we move forward in our own development.

I hope this will inspire you to apply for this unique opportunity and I look forward to receiving your application. Once again thank you for your interest in the position.



Sarah Cope
Acting Principal



Job Description & Person Specification

Cleaner

JOB DESCRIPTION

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions.

Job Title: Cleaner 10 hours (Afternoons)
Cleaner 7.5 hours (Afternoons)

Grade:

Grade 2, scale point 1 £9.25 per hour

Responsible to:

Job Purpose: Principal/Site Supervisor

The Site Supervisor and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the academy. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Head Teacher, Deputy Head Teacher or Site Supervisor, cleaning staff will clean other areas as required. The Head Teacher will delegate the monitoring of the cleaning to the Site Supervisor and it is their responsibility to ensure that high standards of cleanliness are reached and maintained. From time to time the Head Teacher or Deputy Head Teacher also will carry out spot checks on any aspect of cleanliness he feels appropriate.

C

PURPOSE OF JOB

Main Duties – DAILY – Toilet and Cloakroom Areas

- Clean lavatory basins with appropriate cleaner provided
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles, polish mirrors, wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

Main Duties – Daily – Classrooms, Group Rooms, Staff Room, Offices, Meeting Rooms, Dance Studio and Library Areas

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Furniture/desks – damp dust (all removable furniture e.g. trolley must be pulled out and cleaned under)
- Fixtures & Fittings – dust and damp wipe (including skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones

Corridors

- Hard flooring – dust control sweep or vacuum, damp mop
- Furniture/desks – damp dust (all removable furniture eg trolleys must be pulled out and cleaned under)
- Fixture & fittings – dust and damp wipe including skirting, pipes and window ledges
- Doors – remove marks from glass, doors and walls

Medical Room and Children's Kitchen

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect all work surfaces, kitchen units and tiles
- Polish mirrors, wipe windowsills
- Clean and mop floor

Safeguarding Procedures:

It is the responsibility all members of staff to follow the correct safeguarding procedures in the academy.

1. All staff have a duty to attend child protection training every three years
2. All staff have a duty to read and follow the safeguarding policies in the academy

All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection which is the Principal.

General Data Protection Regulation

1. To have some knowledge of the changes GDPR has brought in for day to day practice
2. Ensure all policies and procedures are followed

Health & Safety

1. Be trained in procedures for Health & Safety & First Aid
2. To administer First Aid as agreed in the procedures within the Policy

To be trained in Procedures for Safeguarding & Child Protection and ensure that the procedures are applied in all aspects of the role.

Equal Opportunities

1. To ensure that all pupils are respected and treated equally at all times
2. Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- 3.

PERFORMANCE APPRAISAL

1. To set key targets for development
2. To work towards achieving targets for development

PROFESSIONAL LEARNING

1. To carry out professional learning opportunities

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the academy’s ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the academy's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.

All staff participate in the academy’s performance appraisal scheme

The potholder’s duties must be carried out in compliance with the Trust’s policies and procedures, including child protection procedures and Equal Opportunities Policy, Financial Procedure Policy, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Directors / Executive Principal / Headteacher /Governors’ of the Trust and school reserve the right to update your job description, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Signed.....

Signed:

Principal:

PERSON SPECIFICATION

This part will allow you to understand who we are looking for within this role and the skills, knowledge or experience that we would expect.

	Essential	Desirable	Interview /App form
Qualifications, Education & Training			
Able to communicate clearly, understand and follow instructions.	E		✓
Experience & Knowledge			
Experience of undertaking general cleaning duties	E		✓
Skills			
Ability to carry out general cleaning duties as detailed in the job description	E		✓
Punctual and reliable	E		✓
Ability to prioritise work	E		✓
Ability to work both alone and within a team to achieve specified standards	E		✓
Be flexible to changing demands of the post	E		✓
Take pride in a job well done	E		
To undertake any training relevant to your role	E		✓
Have an awareness and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people	E		✓
Personal Characteristics			
Display clarity and openness in communication both written and verbal to colleagues and stakeholders	E		✓
A calm, flexible, pleasant and sympathetic manner	E		✓