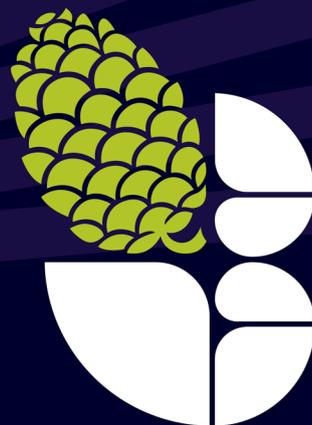


CLEANER

Woodlands Primary Academy

ASAP



**WOODLANDS
PRIMARY
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Assistant Headteacher for Curriculum and Assessment at Woodlands Primary Academy.

Woodlands Primary Academy joined Creative Education Trust in April 2015. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As a Creative Education Trust school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

At Woodlands we aim to provide excellence through opportunity. We nurture the best in every child, ensuring equal opportunities for all. We strive to provide the very best teaching and learning opportunities, supporting all our children, whatever their need may be.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. The curriculum has been developed in school by the teachers and LSAs. We strive to provide pupils with a rich programme of co-curricular activities. Our school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. As well as meeting their educational needs we also have a nurture room where we offer 1:1 support and small nurture group support for vulnerable children who have additional emotional needs.

We are lucky enough to be able to offer our children specialist provision for music and sport. Our specialist music provision includes our own designated music room and practice area. Our specialist music lead provides weekly music lessons to every year group and we offer whole class instrumental teaching opportunities for all our children.

We have an impressive record of sporting achievements at our school. Our children regularly compete at County and National level. This success is achieved through the successful leadership of our PE instructor. All children have two hours of PE each week and we offer a range of extra-curricular sports clubs which are second to none!

We have an amazing environment here at Woodlands so we can take teaching out of the classroom. Our nursery, reception and year 1 have their own designated outside space, as well as large playing fields and our very own woods, complete with over a mile of nature trails.

I would be delighted to discuss this role with you and am available on Enquiries@woodlandsprimaryacademy.org.uk or **01493 665314**

I look forward to receiving your application.

Yours sincerely,
Vicky Platten, Headteacher

“We are looking for an ambitious, experienced, committed and energetic Teacher”

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT WOODLANDS PRIMARY ACADEMY



We opened as a community primary school in September 2008, catering for children between the ages of 3 and 11 years. There are two classes in each year from Reception to Year 6 and a nursery class.

Since April 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

We work closely with other local schools, both secondary and primary, as part of the Lynn Grove cluster. This ensures that there is consistency between the schools in areas such as SEND provision and creates a core focus on providing a positive education for students in Gorleston and Bradwell.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A purpose-built extension for Nursery, Reception and Year 1 children, which helps nurture students in the Early Years whilst also allowing smooth transition to Key Stage 1;
- A networked ICT suite and portable banks of Chromebooks;
- New digital screens in every classroom;
- A purpose-built, fully computerised central library;
- Specialist facilities for music, art, science, design and technology (including food technology) and special educational needs;
- A Speech and Language Therapist;
- A large environmental area on the school site, which includes a woodland, pond, an orchard and over a mile of nature trails which we frequently use as a teaching resource.
- We also have covered seating areas, a trim trail and a play activity area.



The school's outcomes at the end of Key Stage two have increased year on year since joining CET and the school has moved from Ofsted inadequate to good.

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139580/woodlands-primary-academy>

SUPPORT FOR OUR STAFF

As a member of staff at Woodlands Primary Academy you will feel supported and inspired by a group of ambitious and caring colleagues.

Every member of staff benefits from:

- High quality professional development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

In addition to the opportunities for career progression, training, and development, we also offer a competitive rewards and benefits package.

EMPLOYEE BENEFITS

- Perkbox platform that brings employee benefits, discounts, wellbeing, and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial, or relationship issues for yourself and those living within your household.
- Bike2Work Scheme - where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme - you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free.



You can find out more at:

www.creativeeducationtrust.org.uk

CLEANER SCALE B JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Woodlands Primary Academy, Bradwell, Norfolk

SALARY

Scale B, Point 2, £20,441 FTE (pro-rated as part-time)
Actual pay £7,885 per annum.

WORKING HOURS

16.25 hours/week Term time +2 weeks
3.25 hours/day
3:15pm - 6:30pm Monday to Friday

THE ROLE

Job purpose:

To ensure the school is cleaned to a professional standard throughout, by carrying out cleaning and associated duties.

Key responsibilities and accountabilities:

The normal duties of the post holder will usually include the following:

- Be responsible for cleaning certain parts of the school site as directed by the Site Team (this may vary from time to time).
- Use cleaning materials as instructed by the premises team, full training will be given where appropriate.
- Vacuum all carpeted areas and wash or mop the floors of the cloakrooms and toilets in designated areas (Machine clean where practicable).
- Sweep all the uncarpeted floors thoroughly.
- Empty and clean bins and remove waste to designated areas.
- Dust/wash carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
- Clean toilets, toilet areas and the replenishment of toiletries.
- Cleanse hand basins in all toilets.
- Wash off dirty marks on wall tiling and mirrors.
- Clean internal glass, internal and external door glass.

- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet.
- Check and close windows, switching off lights at the of shift.
- Report all defects/hazards immediately to Site Manager/Caretaker
- Adhere to all academy policies at all times
- Consider the health and safety of yourself, staff and pupils
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Site Manager or Headteacher

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed

You can find out more at:

www.creativeeducationtrust.org.uk

	<ul style="list-style-type: none"> ● ESSENTIAL ● 	<ul style="list-style-type: none"> ● DESIRABLE
<ul style="list-style-type: none"> ● QUALIFICATIONS 	<ul style="list-style-type: none"> ● Willing to undertake relevant Health and Safety training. 	<ul style="list-style-type: none"> ● First aid training.
<ul style="list-style-type: none"> ● EXPERIENCE 	<ul style="list-style-type: none"> ● Experience of professional cleaning 	<ul style="list-style-type: none"> ● Experience of working in an educational setting ● Experience of working as part of a team
<ul style="list-style-type: none"> ● SKILLS AND PERSONAL ATTRIBUTES 	<ul style="list-style-type: none"> ● Responsible, reliable and flexible ● Enthusiastic ● Hard worker ● Must take pride in own work ● Organised and have the ability to manage own workload ● Ability to relate well to children and adults. 	
<ul style="list-style-type: none"> ● EQUAL OPPORTUNITIES 	<ul style="list-style-type: none"> ● A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	<ul style="list-style-type: none"> ●
<ul style="list-style-type: none"> ● SAFEGUARDING 	<ul style="list-style-type: none"> ● A thorough understanding of up-to-date safeguarding requirements and best practice 	<ul style="list-style-type: none"> ●
<ul style="list-style-type: none"> ● OTHER REQUIREMENTS 	<ul style="list-style-type: none"> ● Adhere to all the schools' policies and procedures 	<ul style="list-style-type: none"> ●

- Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.