

HARTLEY BROOK PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

CLEANER

CANDIDATE PACK



Open Letter from our Principal

Hello and thank you for expressing your interest at Hartley Brook.

I am truly honoured and privileged to be the Principal at Hartley Brook Primary School. I am very passionate about the school and feel incredibly proud of the pupils. We have developed a strong and caring whole school community, which has helped us go from strength to strength.

The thoughtful and supportive staff ensure children are at the centre of everything we do. We want to provide our children with the best start in life and support them to become ambitious and prepare for life beyond the classroom.

At Hartley Brook we have high expectations of both learning, progress, and ensure children are given the opportunity to reach their full potential. We have an inclusive curriculum and all children regardless of their ability are able to access all areas of the curriculum. Hartley Brook's values (tenacity, scholarship, unity, responsibility, and curiosity) underpin everything we do on a daily basis.

We aim to enrich the lives of our children by providing opportunities to attend extracurricular activities. Children demonstrate true resilience and perseverance and have achieved some amazing results in sports events.

Staff work hard to create a supportive, friendly and nurturing environment, which enables all children to feel safe and know they are listened to.

Claire Costello

Principal at Hartley Brook Primary Academy



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school.

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Teacher's Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:
Cleaner – Whole School

REPORTING TO:
Buildings Manager

SALARY RANGE:
£20,623 - £21,189

ACTUAL SALARY IF PRO RATA:
£8,024 - £8,244 circa

CONTRACT TYPE:
Permanent – Start Date Sept/Oct 23

WORKING PATTERN:
15 Hours Per Week – Mon-Fri – 15:00pm until 18:00pm
43 weeks (Term time plus 5 INSET days plus 4 additional weeks)



Role Description

Purpose

- To be responsible for maintaining high levels of cleanliness in designated areas throughout the school
- Working collectively with other cleaners and Building Manager/Supervisor in the department

Main Duties and Responsibilities

- Ensure areas are tidied, wiped and vacuumed on a daily basis
- Internal window cleaning in designated area's
- Cleaning of toilets (staff and pupils) in designated areas
- Cleaning of shared areas after events (halls/meetings room and offices)
- Empty all litter bins daily and dispose correctly
- Use equipment which is specified for a particular area (buffer machines/wet and dry floor machines)
- Undertake training relevant to the post as requested by the Buildings Manager and Business Manager
- Clean in other areas if and when required (in the event of staff absence or deep cleans)
- Follow all aspects of Hartley Brooks Health and Safety Policy
- Safeguard and promote the well-being of pupils and staff
- Undertake such other duties as the Leadership Team may reasonably require
- Recognise own strengths and areas of expertise and use these to achieve and support others.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to overall ethos/work/aims of the school
- Appreciate and support the role of other professionals



Role Description Continued

Health and Safety:

- To have due regard for health and safety in the workplace.
- To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy.
- Co-operate with health and safety requirements.
- Report all known defects.
- Use, but do not misuse anything provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform the Business Manager of any 'near-misses'.
- Be familiar with the emergency action plans for fire, first aid and security issues.
- Undertake specific designated duties regarding emergency evacuation.
- Raise health and safety and environmental issues with Buildings/Business Manager.

General:

- To undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations, policies and procedures
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour



Person Specification

Experience

- Ability to follow instructions
- Friendly manner, co-operative nature
- Previous cleaning role(s) in an education setting (preferred but not essential)

Education and Qualification

- COSHH Training (desirable)
- Any other relevant training/qualifications (desirable)

Skills and Knowledge

- Work as part of a team appreciating and supporting the role of other people in the team
- Ability to act upon own initiative
- Ability to co-operate and work positively with other colleagues
- Support the change process, remaining positive during times of change
- To comply with all school policies

Additional

- Application forms should be completed in full
- Successful candidate to have enhanced DBS and other appropriate school checks
- Two positive written references – One from current employer/most recent employer
- Enthusiasm and determination
- Responds effectively to daily challenges

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.



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