



WE ARE ASTREA

CLEANER
APPLICANT BRIEF

KINGFISHER PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

Dear Candidate,

Thank you for your interest in the post of Cleaner at Kingfisher Primary Academy.

At Kingfisher Primary Academy our vision is to provide an inclusive environment where children participate, reach their potential and are proud of their achievements. All children will: gain experiences which enrich their lives, become responsible members of society and be ready for secondary school.

We aim to establish a strong partnership with parents/carers in order to help build an environment where children can thrive and reach their full potential.

Both teaching and non-teaching staff have a crucial role to play in the success of our Academy, and all are committed to creating an excellent learning environment for our pupils and helping them to achieve their full potential during their time here.

As part Astrea Academy Trust we have a strong commitment to our staff's well-being and professional development and can provide a comprehensive set of benefits. We want our staff to enjoy working with us, to be professionally challenged and to feel that they have all the support that they need to do their job to the best of their ability. All staff will be part of our performance management programme which ensures regular performance reviews to identify development needs and supports career progression.

Best wishes,

Catherine Skinn
Principal at Kingfisher Primary Academy



As our Cleaner, you will work with Site Supervisor to maintain the school premises to a high standard.

We are looking for individuals who have:

- Experience in being part of a team
- An understanding and experience of health and safety standards
- Flexible, honest, adaptable and reliable
- An ability to work independently
- High personal standards
- School experience or similar

What can we offer you?

- Competitive local authority pension scheme
- Generous holiday allowance and the potential for flexible working opportunities
- A well maintained building
- Part of a passionate, proactive cleaning team
- An opportunity to make a difference to pupil's lives and to serve a vibrant and diverse community
- Fantastic opportunities for learning and development, including a wide range of inhouse and external qualifications



JOB DESCRIPTION

SALARY	Grade 3 £17,842 pro rata
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday – 52 weeks
HOURS PER WEEK	10 hours (Monday to Friday working pattern can be either 6.30am – 8.30am or 3.00pm – 5.00pm)

Purpose

To carry out reception, administrative and clerical services in a very busy school office to effectively assist in the smooth running of the school, leaving teachers more time to concentrate on teaching.

Key Accountabilities

- Be aware of and act within the provisions of the Health and Safety at Work Act.
- Attend training and other meetings as required
- Report any graffiti, vandalism, damage or faults to your Line Manager.
- Report damage to any item of school property or school building to your Line Manager.
- Check all machinery and equipment before use to ensure that it is in safe working order.
- Report any defects of the machinery/equipment to your Line Manager and discontinue its use until it is made safe and suitable for use.
- Thoroughly clean all machinery/equipment and accessories after use.
- Replenish supplies to the toilets as necessary.
- Move or remove furniture and/or fittings as required.
- Use cleaning methods stipulated by either the product specification or by your Line Manager.
- Clean windows and frames internally, walls, floors, furniture fittings and equipment as directed by line management.
- To carry out cleaning as per the cleaning spec. book.
- Hand over any valuables/ personal possessions found in your area.
- Assist in any emergency and respond to all emergency call outs as required.
- Carry out any other duties considered to be within your capabilities by Line Management.
- To be responsible for promoting the safeguarding and welfare of students in the school.
- Any other reasonable activities as directed by your Line Manager



PERSONAL SPECIFICATION

Experience

- Some cleaning experience

Knowledge and Skills

- Communication, reporting and recording skills.
- An understanding and commitment to working within H&S Legislation.

Behaviours

- Able to remain calm and work well under pressure
- Hardworking
- Good sense of humour
- Good self-management skills, including the ability to plan one's time effectively
- Able to work as part of a team
- Enjoys working in new and challenging situations.
- A high level of personal integrity
- Enthusiastic
- Flexible attitude
- Ability to show initiative
- Honest
- Polite
- Helpful

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 or requested by emailing recruitment@astreaacademytrust.org