



# Cleaner

**Part time 20 hours per week  
Term time only +  
10 days during school holidays  
Monday to Friday – 2pm to 6pm**

**Required September 2021**

**Grade: 3 / Hourly rate £9.62**

<b>Closing date:</b>	Friday 4 <sup>th</sup> June 2021 at 9am
<b>Interview date:</b>	To be confirmed with shortlisted candidates

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### **Important Safeguarding notice**

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



## **Beaumont Primary Academy**

### **Background and Vision**

#### **“Adventures in Learning”**

Beaumont Primary Academy opened in September 2016 and will be up to Year 5 in September 2021. When it reaches capacity, it will be a 650 place 2-11 academy and is situated in the grounds of Moor End Academy in Crosland Moor and near to Beaumont Park. In September, numbers are expected to be approximately 510. As part of South Pennine Academies, Beaumont Primary Academy is well supported by a successful Trust team led by the CEO, Jane Acklam OBE.

At Beaumont a highly skilled and experienced team of staff are all committed to providing a safe environment and a high quality education for our students. Our expectations are high and we work relentlessly to realise them. Our belief is that all children whatever their background and starting points, can achieve highly. We know that children only get one chance at their education and we have a duty to ensure that at the end of each stage of their education, children are ready and prepared for moving on to the next stage.

Alongside the strong focus on progress and attainment, a planned programme of opportunities is in place which enriches experiences, allowing students to develop their interests, social skills and embrace the community around them, in many areas of learning. Pupil voice is central to our work and we have a Silver Rights Respecting award in recognition of the work we do in respecting the rights of the child.

We want our children to be truly involved and excited by their education and as such we provide active, engaging and interactive learning experiences, both onsite and beyond as a classroom and this is an essential part of the role. The classroom environment is a fundamental part of the learning experience where children have a sense of ownership and are able to develop as purposeful, focussed and independent learners.

We have well established relationships with our families and the local community and expect all staff to commit to this way of working. Beaumont is a very happy, calm, purposeful learning environment where children and adults thrive. It is a special place to work with low staff turnover – staff morale is high and staff relationships are exceptional. We face challenges with a genuine ‘can do’ approach and look for solutions – we are unapologetic and uncompromising in our vision for what is possible.

Beaumont Primary Academy serves a fabulous vibrant academy community from a diverse cultural and religious background. We want all of our students and families to be proud of themselves and who they are, whilst having the highest standards of respect and understanding for each other.

Beaumont Primary Academy has the advantage of sharing a site with Moor End Academy, Woodside Pre-School and Huddersfield Horizon SCITT, allowing for close partnerships across the campus.

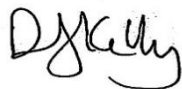
We can offer you a well- established team of highly professional and dedicated staff who work as one team in the best interests of our children.

Our focus is very much on quality first teaching, with very limited TA hours in class, so confidence in delivering to a wide range of needs is vital.

We are looking for a highly motivated person to join our cleaning team to provide effective and smooth running of the school.

We are uncompromising and relentless in our drive for the very best for every single child and their unique circumstances. If you think you are the right person to join our team, please do find out more:

- on our website [www.beaumontprimary.org.uk](http://www.beaumontprimary.org.uk) or
- on our Twitter account [@BeaumontPAC](https://twitter.com/BeaumontPAC) or
- telephone and a member of SLT will be able to answer any further questions you may



**Debbie Kelly,  
Principal**



## South Pennine Academies



### Sponsorship

South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local academies. The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all academies in the Trust including Beaumont Primary Academy.

The key to the Academies success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

At Beaumont, we are proud to be part of the SPA team. Staff have fantastic opportunities to work with colleagues across the Trust and build upon good networks to support professional development.

### The Vision:

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on academy improvement with inclusion and diversity at the core.

## South Pennine Academies Partners



## THE SELECTION PROCESS

### How to Apply

- **Follow the link to apply via the TES website only.** Late applications will not be considered. If you have any questions please telephone the school office on 01484 503111 to speak to a member of staff. **The link for TES is:** [Cleaner, Kirklees - Tes Jobs](#)
- Please do not complete a Kirklees Application form as they cannot be accepted. If you require a handwritten form to complete, please contact the academy office on 01484 503111. To obtain an electronic application form, please speak to Miss Kelly or Mrs Bindley in the school office.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Please ensure that your personal statement is no more than 2 A4 sides.

**Beaumont Primary Academy, Moor End Academy Campus,  
Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA.**

**Time table for the selection process: See front cover of Job Description**

### Visiting Beaumont Primary Academy

Visits are welcomed and if you would like to visit to help with your application, please email office email address ([office@beaumontprimary.org.uk](mailto:office@beaumontprimary.org.uk)) with your name, contact number and availability and the Principal, Miss Kelly will be pleased to chat to you about the post in more detail and arrange a visit. Thank you.

**Successful applicants will be required to undertake a Criminal Record Check via the DBS. Beaumont Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## Job Description

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### CLEANER

<p>This job description may be amended at any time following discussion between the Principal and member of staff and will be reviewed annually.</p>	
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<b><u>JOB PURPOSE</u></b>	
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<p>Working as either part of a team or under own initiative to contribute to a clean, hygienic and safe environment for pupils, staff and visitors to the academy.</p>	
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<b><u>KEY TASKS</u></b>	
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| <ol style="list-style-type: none"><li>1. Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment.</li><li>2. Clean toilets, changing rooms, showers and other sanitary areas.</li><li>3. Empty waste bins and dispose of rubbish as directed, working within the academy recycling policy as appropriate.</li><li>4. Use a range of associated equipment, undertaking basic maintenance where appropriate and reporting faults in line with procedures.</li><li>5. Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person.</li><li>6. Complete basic record keeping as directed.</li><li>7. Follow health and safety policies and procedures to ensure risks and hazards are minimised for yourself, colleagues, pupils and visitors.</li><li>8. Assist to maintain the security of the premises by checking entrance/exits are appropriately locked and reporting potential security breaches.</li><li>9. Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, for example, a science investigation.</li><li>10. Follow the appropriate procedure when incidents are seen or reported about pupil welfare, safeguarding or health and safety issues.</li></ol> |  |
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**STANDARD DUTIES**

1. To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the academy and South Pennine Academies.
3. To implement and uphold the policies, procedures and codes of practice of the academy.
4. To take a proactive approach to health and safety, working with others to minimise and alleviate potential hazards and risks and actively contribute to the security of the academy, for example, challenging a stranger on the premises.
5. To attend and participate in relevant meetings and training as appropriate.
6. To undertake any other additional duties commensurate with the grade of the post.

**CONTACTS**

Pupils, staff and visitors.

**This post will be subject to an enhanced disclosure from the Disclosure Barring Service. This check ensures you do not have a criminal record which could impact on your working in a school environment.**

## PERSON SPECIFICATION – CLEANER



	<b>CRITERIA</b>	<b>HOW ASSESSED</b>
<b>Education and Qualification</b>	Competent in reading and writing.	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li></ul>
<b>Experience</b>	Experience of a range of cleaning activities, such as using cleaning products, vacuuming, mopping, polishing and stain removals.	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li></ul>
<b>Skills and Abilities</b>	<p>The ability to:</p> <p>Use a range of associated materials, tools, equipment and cleaning products</p> <p>Follow instructions and procedures.</p> <p>Complete work to set deadlines.</p> <p>Work in accordance with the school's health and safety policies.</p> <p>Be flexible and to work on own initiatives within the academy guidelines.</p> <p>Carry out a range of tasks which can be physically demanding, for example, lifting, carrying, stretching, crouching etc.</p>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li></ul>

<b>Knowledge</b>	<p>Knowledge of a range of different methods for cleaning.</p> <p>Understand the reasons why a school environment needs to be safe and secure.</p> <p>Understand why safeguarding and confidentiality are a very important part of this role.</p> <p>Understand the importance of wearing appropriate personal protective clothing (PPE) if applicable.</p>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.