

# Academy Cleaner

Caister Academy  
As soon as possible



**CAISTER  
ACADEMY**  
*Creative  
Education  
Trust*

# Dear Colleague

**Thank you for your interest in the role of Academy Cleaner at Caister Academy.**

This is an exciting opportunity for a hard-working and thorough cleaner to join the established team of evening cleaners at Caister Academy. The successful candidate will have high standards of work completion and embody our core values of Ambition, Opportunity, Character and Community. This is a non-teaching role that will be particularly suited to staff with an interest in education and a commitment to provide the best possible learning environment for our students.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just north of Great Yarmouth. It is well regarded for excellence in performing arts and English, with aspirations to lead nationally in all areas. As part of Creative Education Trust we work in collaboration with other local Academies and receive development opportunities and support from Creative Education at a national level.

We are looking for a cleaner who:

- Has a **passion** for education and an ability to **communicate positively** with young people.
- Uses their initiative, is self-motivating and able to **inspire** others.
- Upholds the **highest standards** in all that they do.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network.

For further details, or an informal discussion about the role with the Facilities Manager, Miss Hayley Hall please contact her via [hayley.hall@caisteracademy.org.uk](mailto:hayley.hall@caisteracademy.org.uk).

For more information on the Academy, please visit [www.caisteracademy.org.uk](http://www.caisteracademy.org.uk)

For more information on Creative Education Trust visit [www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk).

**Closing date: 18 April 2022**

**Interviews: TBC**

*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.*

You can find out more at:

**[www.creativeeducationtrust.org.uk](http://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 pupils for their transition to adult life and employment.

## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

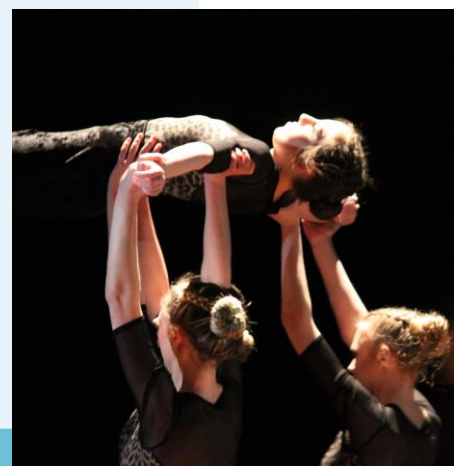
Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

## Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018

# Academy Cleaner

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

### SALARY

CET Scale 1 point 1 - 3

15 hours per week, Term Time + 1

### CORE PURPOSE

To provide high quality and efficient cleaning that exemplifies the Academy's core values of Ambition, Opportunity, Character and Community.

### REPORTING LINES

Cleaning Supervisor

### KEY RESPONSIBILITIES

- Seek to maintain the highest possible level of cleanliness of the school site throughout the working day.
- Clean an appropriate proportion of the academy site, in line with other cleaning staff after school.
- To replenish sanitary materials (toilet paper, paper towels and soap).
- To periodically clean the storerooms
- To ensure the cleaning equipment is kept in a clean and working order.
- To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 197
- To have understanding and comply with the instructions under the Control of Substances Hazardous Health (COSHH)
- Administrate basic First Aid and complete appropriate paperwork

### ADDITIONAL RESPONSIBILITIES

- Maintain a prominent visible presence within the academy on a daily basis
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Always seek to represent the Academy and the Trust in the best possible manner.
- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
    - treating students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the professional position,
    - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
    - showing tolerance of and respect for the rights of others
    - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
    - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
  - Maintain high standards of personal attendance, presentation, and punctuality.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.

You can find out more at:

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- Consider and support the wellbeing and safeguarding of all students.

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- Consider and care for the health and safety of themselves, colleagues, and students.

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- Recognise, reward, praise and promote student success wherever possible.

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- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...

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- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.

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## VARIATION IN ROLE

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- Undertake other duties;
  - commensurate to the post holder's abilities, position, and grade, as requested by the Principal or line manager,
  - of a similar nature to those listed above, even if not individually itemised.

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- Support the needs of the academy, considering individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.

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- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

I have read this job description and fully understand all my job duties and responsibilities. I understand that these may be subject to change due to the needs of the academy and that any changes will be done through consultation with me.

Signed  
(employee):  
Print name:  
Date:

Signed (line manager)  
Print Name:  
Date:

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>Basic First Aid Certificate in the Workplace</li> </ul>
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>Previous experience of working in a similar role and environment</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>		<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety and COSHH regulations</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Punctual, reliable, and trustworthy.</li> <li>Able to manage time effectively.</li> <li>Ability to work both alone and in a team.</li> <li>Able to use own initiative.</li> <li>Take personal responsibility for standard of work carried out.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom</li> </ul>	

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