

Haberdashers'  
**Hatcham  
Temple Grove**

**2021-22  
Cleaner**

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## **Candidate Briefing Pack**

**Haberdashers' Hatcham Temple Grove**



[www.habshatchamtg.org.uk](http://www.habshatchamtg.org.uk)

## Welcome from our Principal

Dear Candidate,

Thank you for your interest in the post of Cleaner at Hatcham Temple Grove.

Our school is a vibrant and diverse situated in the heart of New Cross community. At Hatcham Temple Grove we celebrate and nurture all children as well as providing quality first teaching as a basic entitlement for all learners.

Our aim is to ensure each child reaches their maximum potential academically and socially by providing engaging lessons through the wide range of opportunities on offer within our curriculum. Pupils can gather an understanding of the world around us and develop their ability to ask questions and to think critically through our inclusive and rich curriculum.

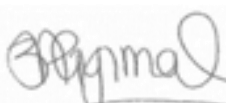
Hatcham Temple Grove is a two-form entry primary school, part of the Haberdashers' Academies Trust South, which consists of five primary schools and four secondary schools.

As a school, we provide a safe, rigorous, warm, creative, nurturing and challenging learning environment for pupils of all abilities and backgrounds to develop as well-adjusted young adults. We are an inclusive school welcoming children of all religions, cultures and abilities. We believe at Hatcham Temple Grove all children can be: Helpful citizens. We believe all children can have a go and Try their very best in everything they do. We believe all the children can achieve Greatness!

We are seeking to appoint someone who is driven, a team builder, a team player, with high standards and passionate to enthuse our pupils and make a real difference. If you too share these values and feel you have these qualities, then this is the school for you to apply for. I look forward to working with you on this exciting journey. I would be delighted to show you our school in action. Please contact [hatchamhr@haaf.org.uk](mailto:hatchamhr@haaf.org.uk) to organise a visit. Click [here](#) to get an insight into Hatcham Temple Grove.

As an employer, we are committed to fairness, and we strive to ensure a culture which is genuinely diverse and inclusive.

I very much look forward to hearing from you.



Miss Emily Gyimah

Executive Principal  
Haberdashers' Hatcham Temple Grove



# About Haberdashers' Academies Trust South



**We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.**

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habsfed.org.uk](https://www.habsfed.org.uk)

## VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

**Our three main objectives are:**

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habsfed.org.uk/Our-Vision-and-Strategy>

## Our Sponsors

**Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes Hatcham Temple Grove what it is today.**



### The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community, however we will no longer use the name 'Aske' in the common name of our Trust and our schools.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: [www.haberdashers.co.uk](http://www.haberdashers.co.uk)



### Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: [www.templegrove.org.uk](http://www.templegrove.org.uk)



“ Haberdashers' is a great place to work - packed with talented professionals who come together every day to deliver the best for our children.

Senior Leadership are supportive and accessible, and the school feels like a genuine community. After ten years I still feel as excited to come to work as I did when I started.”

Brooke Boyle , Early Year Phase Lead  
Haberdashers' Hatcham Temple Grove



# Job Role

Job Title:	Cleaner
Contract Length:	Permanent
Contract Type:	20 hours per week only, (3pm- 7pm)Term time only (42.9 weeks per year)
Salary:	£9,430
School/ Service:	Haberdashers' Hatcham Temple Grove
Location:	New Cross, South East London
Accountable to:	Facilities Manager

## About the role

To undertake cleaning duties at the school in order to maintain high standards of cleanliness and hygiene. You will be an integral part of the Facilities teams at Hatcham Temple Grove. You will be responsible for the daily maintenance of the school, arranging cleaning and upkeep of the site.

## Professional Development

**“Schools can’t become the best places for students to learn and grow unless we make them the best places for staff to work and grow”**

We educate children and young people to the very best of our ability, so that they can flourish at school and be successful in their lives. Our vision is for every school to be an excellent school and every one of us plays a part in achieving this vision. Our staff are our greatest asset.

Therefore, professional development is key to our success. We are fortunate to have our own Professional Learning arm, Habs Institute for Professional Learning, who manage and provide a number of professional development programmes.

# Key responsibilities of the role

- Daytime cleaning and upkeep of the school
- Undertake cleaning duties at the school in order to maintain high standards of cleanliness and hygiene.
- All internal areas including classrooms, offices, toilets to be cleaned daily, with approved materials and chemicals in accordance with local guidelines and health and safety regulations.
- All floor areas and stairwells (carpet and hard floor areas) to be vacuumed mopped or suitably cleaned daily.
- To undertake any duties as may reasonably be required by the Headteacher.
- All furniture in classrooms and offices including desks and tables to be cleaned daily as directed.
- All furniture in toilet areas (vanity units; wash hand basins; toilet pans and urinals) to be cleaned daily as directed.
- All door windows and kick-plates to be cleaned when necessary.
- All rubbish to be cleared, bagged and removed to the appropriate bin collection point daily.
- Clean up body fluids, vomit and other soiling as soon as practicable, using approved materials and chemicals.
- To have a general awareness of security issues (doors, windows, intruders, etc.) throughout the Hatcham temple Grove
- To make reports on damage or graffiti to the Site Supervisor when discovered during the course of cleaning duty.
- Have a general knowledge of COVID health & safety standards
- To undertake any other duties as required within the grading and remit of the post and to actively assist to cover for staff sickness or other absences as required by the Line Manager
- Reporting to site supervisor on any issues that are impacting upon the delivery of facilities
- Other reasonable duties as required by your Line Manager.
- On occasion to be available for evening or weekend events taking place at the school site.
- To respect, support and actively promote the vision & ethos of the Trust.
- To act as a positive representative of and ambassador for the Trust in its contacts with outside bodies and organisations.
- To keep up to date with all the policies and procedures of the Trust as they impact on this post or as they impact on all employment matters.
- To respect and actively promote equality of opportunity in line with the policy of the Trust.
- To respect support and actively promote the vision & ethos of the Trust .
- To act as a positive representative of and ambassador for the Trust in its contacts with outside bodies and organisations.

# Key responsibilities of the role

- To cover for absent colleagues as requested by the Line Manager
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies

## Please note

This job description reflects the core activities of the role and as the Trust and the postholder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

*Date JD agreed November 2021*

## Trust Culture

- To help create a strong Trust community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the school.
- To help develop a Trust culture and ethos that is utterly committed to achievement.
- To demonstrate a commitment to equality of opportunity for all members of the Trust's community
- To actively promote the Trust at all times
- To contribute to discussions at meetings
- To contribute to the writing and implementation of the Trust Improvement Plan
- To support and work in collaboration with colleagues and other professionals in and beyond the Trust covering lessons and providing other support as required

## Pastoral and Behaviour Management

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of pupils and to report any concerns in accordance with the school's safeguarding policies
- To be active in issues of pupil welfare and support
- To challenge and correct any behaviours that are not in accordance with school policy
- To provide accurate information for parents as directed by the school and department policy and to attend parents' evenings and other presentation meetings as directed

## General Responsibilities

- To undertake other various responsibilities as directed by the Senior Leadership Team.
- To work within the school and Trust framework with regard to health and safety
- To promote equal opportunities in the school
- To actively promote the aims and ethos of the Trust/school
- To uphold all Trust policies with consistency and diligence
- To support the school's commitment to the continued professional learning of all staff
- To contribute to the ethos of the school as a caring, supportive institution where Quality First Teaching is one of our key priorities
- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.
- To undertake any additional duties as may reasonably be required by the Headteacher



# Key responsibilities of the role

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP      Application AS      Assessment I        Interview P        Presentation R        References
<b>Education/qualification and training</b>			
• No specific educational qualifications are required.			N/A
<b>Knowledge/skills</b>			
• Basic written skills in order to complete relevant forms	X		AP, I, R
• Knowledge of Health and Safety issues (General) and Control of Substances Hazardous to Health (COSHH)		X	AP, I, R
<b>Experience</b>			
• Able to maintain high standards of cleanliness and hygiene within the development and in other areas as required.	X		AP, I, R
• Experience of cleaning in a domestic or workplace setting	X		AP, I, R
• Able to carry out duties safely and identify and report hazards and risks	X		AP, I, R
• Able to undertake a range of manual cleaning activities	X		AP, I, R
• Experience of general cleaning activities.	X		AP, I, R
<b>Personal characteristics/other requirements</b>			
• Able to follow cleaning schedules and procedures	X		AP, I, R
• Able to work individually and as part of a staff team		X	AP, I, R
• Able to communicate with appropriate staff regarding cleaning supplies running low	X		AP, I, R
• Self-motivated and able to use own initiative.	X		AP, I, R
• Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.	X		AP, I,

## Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family-friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:  
[www.habsfed.org.uk/Benefits](http://www.habsfed.org.uk/Benefits)

“I have worked at Hatcham Temple Grove for 29 years. During this time, I have held positions with increasing responsibility. I have stayed so long at Hatcham Temple Grove because of our ethos. We are a dedicated and supportive team. My role is challenging but ever so rewarding.”

Mo Bannon , Inclusion HLTA  
Haberdashers' Hatcham Temple Grove



## Recruitment process and additional recruitment information

**Closing date:** Wednesday 8<sup>th</sup> December 2021

**Interview date:** TBC

### **Recruitment Process:**

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Written tasks
- Classroom visits
- Panel Interviews on a variety of topics

### **Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [hatchamtemplegrovehr@haaf.org.uk](mailto:hatchamtemplegrovehr@haaf.org.uk)

### **Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

**References:** Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



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**Hatcham  
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For an informal discussion about this post,  
more information or to arrange a visit,  
please contact:  
[hatchamtemplegrovehr@haaf.org.uk](mailto:hatchamtemplegrovehr@haaf.org.uk)

Thank you for your interest in the  
Haberdashers' Hatcham Temple Grove. We  
look forward to receiving your application.